DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 7, 1921.

FILE
P. L. GLADMON.

MEMORANDUM NO. 333.

Effective April 1, 1921, Paragraphs 53 and 55 of the Fiscal Regulations of the Department are hereby amended to read as follows:

"53. INDORSEMENT OF AND PAYMENT FOR TELEGRAMS; IDENTIFICATION CARDS. - All telegraph messages relating to the business of the Department should be indorsed "United States Official Business, Government Rate." Telegrams from an employee in a travel status to any point other than Washington, D. C., or the home field station of the employee, also all telegrams reserving hotel accomodations, must be prepaid by the sender at the Government rate and repayment sought through the employee's personal reimbursement account, a copy of each prepaid message supporting the claim for reimbursement. All other official telegrams should have written or stamped upon the face thereof the words "Charge Department of Agriculture, Bureau of ....." Telegrams from Washington or from field stations to any other point or person will be sent "Paid Government Rate" and billed to Washington or to the originating field stations respectively. Telegrams from employees in a travel status to Washington or the home field station of the traveler will be sent "Collect Government Rate" and will be billed to Washington and the home station respectively. Identification cards for presentation to agents may be obtained upon application, through the chief of bureau, to the chief clerk of the department. These identification cards must not be used to avoid the payment of commercial rates on any business not a proper charge against the Government."

"55. PROCEDURE AFFECTING TELEGRAPH ACCOUNTS. - Bills for telegraphic service should show the period of service, with the number of messages and cost thereof. Either the original messages or copies thereof must be filed in support of the vouchers. The correctness of any account must be verified by the certificate of an officer of the Department cognizant of the facts in the case.

Officers in charge of field headquarters, offices and stations of the Department using the telegraph on official business, will open charge accounts in their official capacity with the local telegraph offices, except at stations where the amount of telegraphic communication is too small to justify submission of monthly accounts. At such stations officers shall prepay in cash telegrams to points other than Washington or field headquarters, securing repayment in reimbursement accounts, each such item to be supported by a copy of the message and the telegraph operator's receipt.

Upon receipt at a field station of a bill for telegraphic service, the officer in charge will examine the account and, if it is correct, will transmit it to Washington for the usual administrative examination. Such accounts will be settled by checks sent direct from Washington to the local telegraph official originally presenting the account."

The above amendments are made at the request of the Western Union Telegraph Company, which asserts that the present method of billing all telegraphic service in consolidated accounts at Washington imposes an unjustifiable burden upon the company. After a careful consideration of this matter by chief clerks of the various executive departments it is believed that the position taken by the Western Union Telegraph Company is worthy of attention and most of the departments are amending their procedure accordingly.

E. Meredith

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

February 25, 1921.

MEMORANDUM NO. 334

FILE
P. L. GLADMON.

Advances of Funds for Official Traveling Expenses.

For some months the Department has had under development a plan to relieve its employees, when traveling on official business, from the necessity of defraying the expenses of such travel from personal funds, and, under the provisions of the Act approved June 3, 1902 (32 Stat., 303) and by authority of the Comptroller of the Treasury, the following procedure is authorized, effective March 1, 1921:

1. Public funds will be advanced by the Disbursing Clerk to employees for the payment of such traveling expenses and per diem in lieu of subsistence as might properly, under the Fiscal Regulations, be included in reimbursement accounts.

2. The formal application for such an advance desired by an employee contemplating official travel will be made on voucher form No. 100, approved by his chief of bureau or other authorized official. In this connection the bureau accounting offices will establish such records as the Disbursing Clerk of the Department may prescribe, but must not treat advances as liabilities against, or payments from, the appropriations concerned.

3. When an employee about to perform official travel wishes to secure the use of public funds under the provisions of this memorandum,

DEPARTMENT OF AGRICULTURE
WASHINGTON

February 25, 1921.

MEMORANDUM NO. 554

Advances of Funds for Official Traveling Expenses.

For some months the Department has had under development a plan to relieve its employees, when traveling on official business, from the necessity of defraying the expenses of such travel from personal funds, and, under the provisions of the Act approved June 3, 1902 (32 Stat., 303) and by authority of the Comptroller of the Treasury, the following procedure is authorized, effective March 1, 1921:

1. Public funds will be advanced by the Disbursing Clerk to employees for the payment of such traveling expenses and per diem in lieu of subsistence as might properly, under the Fiscal Regulations, be included in reimbursement accounts.

2. The formal application for such an advance desired by an employee contemplating official travel will be made on voucher form No. 100, approved by his chief of bureau or other authorized official. In this connection the bureau accounting offices will establish such records as the Disbursing Clerk of the Department may prescribe, but must not treat advances as liabilities against, or payments from, the appropriations concerned.

3. When an employee about to perform official travel wishes to secure the use of public funds under the provisions of this memorandum,

or an employee already in a travel status desires an additional advance of such funds, the amount which the Disbursing Clerk may advance shall be determined by the chief of the bureau concerned after due consideration of the section of the country to be visited and the probable duration of the trip. Except in unusual cases advances should not be requested or approved in connection with trips involving subsistence and miscellaneous traveling expenses aggregating less than $50. Advances creating a balance in excess of $500 due the United States shall be made only upon the specific written authority of the Secretary, and in no case shall such a balance exceed $1,000.

4. Before an advance is made to an employee he will be required to give to the United States a surety bond in the sum of $1,000, the surety on which shall be one of the bonding companies appearing on the approved list of the Treasury Department. No advance of funds shall be made until the bond has been approved by the Secretary and filed with the Disbursing Clerk. At present the premium on bonds of this character is $5 per annum for any amount up to $5,000.

5. An employee to whom an advance has been made will render his expense account on a special combined schedule and voucher (Form No. 101). Page 1 of this form, which should be prepared in triplicate, provides for a statement by the employee of the amount advanced to him, or the balance remaining due the United States after rendition of his previous account, and a statement of the expense itemized within the voucher, with the balance remaining due the United States. The remainder of the voucher should be prepared in the same manner as a form 4 reimbursement account. This voucher will be forwarded to the bureau in the usual manner for administra-

tive examination and approval, and the action of the bureau accounting office regarding it will be identical with the action now taken as to form 4 reimbursement accounts. The Disbursing Clerk will handle these vouchers in accordance with the outline of procedure approved by the Comptroller of the Treasury. An employee rendering an expense account and requiring additional funds should make application for an additional advance on form No. 100.

6. All balances due the United States on account of advances shall be surrendered at the end of each trip, or series of trips, covered by the letter of authorization or upon the written demand of the Disbursing Clerk, and all remittances of balances shall be made directly to him. A copy of each letter of authorization under which an advance of funds is made shall be furnished the Disbursing Clerk with the original application for the advance.

7. If an employee whose accounts are paid by a District Fiscal Agent desires an advance, a form No. 100 voucher will be s ubmitted to the Disbursing Clerk through the fiscal agent and the Washington office of accounts of the Forest Service. The Disbursing Clerk will transmit the check for the advance directly to the payee, the Washington office of the Forest Service receiving notice of payment in the usual manner through the return of the schedule bearing the Disbursing Clerk's voucher number and date of payment. The employee receiving the advance will render his voucher for expenses to his District Fiscal Agent, who will examine it, make such records as may be necessary and transmit it to the Washington office of the Forest Service to be scheduled to the Disbursing Clerk. The duplicate of page 1 of the voucher form will be returned to the employee concerned and the triplicate

sent to the Washington office of the Forest Service for transmission to the proper District Fiscal Agent. Advances applied for by employees whose expense accounts are paid by the special disbursing agents of the various insular stations and Alaska will be handled in the same manner through the Washington office of the States Relations Service, and those applied for by employees of the Bureau of Public Roads and other bureaus, whose expense accounts are paid by special disbursing agents in the field, will likewise be handled through the Washington office of each respective bureau.

8. No advances shall be made to an employee for his salary or for any other purpose than the payment of official travel expense and per diem allowance in lieu of subsistence.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 3, 1921.

MEMORANDUM NO. 335

Amendments to the Administrative Regulations
in regard to Leave of Absence.

Under a recent decision of the Comptroller of the Treasury (27 Compt. Dec., 583), no claim can be set up against an employee for refund of salary covering a period of leave with pay lawfully granted and taken, even though the employee, later in the same leave year, separates from the service or enters upon a period of furlough or leave without pay. The Comptroller's decision, however, does not disturb the Department's right to curtail an employee's annual leave privilege (unused leave), on account of non-pay status in the same calendar year. For example, an employee, to whom thirty days' annual leave has been granted in February and March, who has taken the same, and to whom salary payment covering such period has been made, may not be called upon for a refund because he resigns from the service on April 1; but an employee who has taken no leave during January and February and who has been on furlough without pay for the six months' period beginning March 1, may be granted an aggregate of only fifteen days' annual leave during the four months' period beginning September 1, if he is a member of the Washington force, or seven and one-half days' annual leave, if he is a member of the field force.

Accordingly, Paragraphs 118 and 136 of the Administrative Regulations are hereby amended to read as follows:

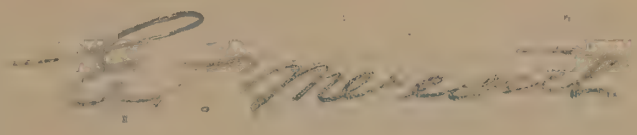
118. DEDUCTION FROM ANNUAL LEAVE FOR ABSENCE WITHOUT PAY.- Proportionate reductions of unused annual leave of employees in the District of Columbia shall be made at the rate of one day for each twelve days, or multiples thereof, for furlough or leave without pay. In the case

of field employees the reduction shall be made at the rate of one day for each twenty-four days, or multiples thereof, for furlough or leave without pay. This applies also to reinstated employees in regard to the period of their separation from the Department during the calendar year.

An employee who, at the end of the calendar year, has exhausted all sick and annual leave, is on indefinite leave without pay on account of illness, and is physically unable to report for duty, may be granted sick leave, and also, if necessary, annual leave, because of continued illness, beginning with January 2 of the succeeding calendar year without actually reporting for duty in person. Thereafter all leave regulations shall apply to such employee. An employee thus restored to a pay status, who, in the new leave period, again exhausts all sick and annual leave on account of sickness continuing over from the preceding year, will have no leave with pay privileges during the remainder of the calendar year, and any further absence will be without pay.

Each such case shall be considered on its merits and be submitted to the Secretary for approval through the Chief Clerk of the Department. This regulation shall not apply to employees who, at the end of the calendar year, are on leave without pay for any other reason than sickness.

136. BASIS FOR DEDUCTION FROM ANNUAL LEAVE.- Except as otherwise provided in Paragraph 118, a proportionate reduction from allowance of unused annual leave shall be made in the District of Columbia at the rate of one day for each twelve days or multiple thereof, for furlough or leave without pay during the calendar year; and outside of the District of Columbia at the rate of one day for each twenty-four days or multiple thereof.



Secretary.

employees in regard to the period of their
from the Department during the calendar year.

out pay.

Each such case shall be considered on its merits
without pay for any other reason than sickness.

Columbia at the rate of one day for each twenty-four hours or
multiple thereof.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 9, 1921.

FILE
P. L. GLADMON.

MEMORANDUM NO. 336

Relative to Seed Loans in the Drouth-Stricken Areas.

For the purpose of carrying into effect so much of the Agricultural Appropriation Act approved March 3, 1921, as makes immediately available an appropriation of $2,000,000 for loans to needy farmers for the purchase of wheat, oats, barley and flax seed for spring sowing in 1921 in drouth-stricken areas (certain counties in North Dakota, Montana, Idaho and Washington), Leon M. Estabrook, Chief of the Bureau of Crop Estimates and Assistant to the Secretary, is charged with the general supervision of the work involved in connection with these loans, and an advisory seed loan committee is appointed, as follows:

Leon M. Estabrook, Chief of the Bureau of Crop Estimates, Chairman,
W. A. Taylor, Chief of the Bureau of Plant Industry,
R. W. Williams, Solicitor,
A. Zappone, Disbursing Officer,
C. B. Smith, In charge of Extension Service North, States Relations Service.

This committee will draft regulations, instructions and blank forms, and will consider and make recommendations regarding the necessary organization and such special problems and questions of policy as may arise in connection with making these loans available to farmers with the least possible delay.

Mr. C. W. Warburton, Agronomist in the Bureau of Plant Industry, is designated to have immediate charge of the organization and work in the field and will proceed to establish headquarters at a place to be selected by the seed loan committee.

The field work will be conducted in close cooperation with the extension leaders in each State and with county agents and farm bureau

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MAR 14 1921

committees in each county. The organization and field headquarters for handling the loans will include a representative of the office of the Solicitor and a temporary special disbursing agent representing the Disbursing Office of the Department. Such other officials and employees of the Department as are necessary to complete the field organization for making these loans expeditiously will be detailed for that purpose.

Henry A. Wallace

Secretary.

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U.S. DEPARTMENT

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 19, 1921.

MEMORANDUM No. 337.

Extracts from appropriation acts for 1922 (other than the Agricultural Appropriation Act), and special acts passed by the 66th Congress (third session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to the employees thereof.

The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts indicated:

DISTRICT OF COLUMBIA APPROPRIATION ACT, APPROVED FEB. 22, 1921, PUBLIC No. 326.

SALE OF MATERIAL, ETC., TO GOVERNMENT OF THE DISTRICT OF COLUMBIA.

Sec. 6. That the commissioners and other responsible officials, in expending appropriations contained in this Act, so far as possible shall purchase material, supplies, including food supplies and equipment, when needed and funds are available, from the various services of the Government of the United States possessing material, supplies, and equipment no longer required because of the cessation of war activities. It shall be the duty of the commissioners and other officials, before purchasing any of the articles described herein, to ascertain from the Government of the United States whether it has articles of the character described that are serviceable. And articles purchased from the Government, if the same have not been used, shall be paid for at a reasonable price, not to exceed actual cost, and if the same have been used, at a reasonable price based upon length of usage. The various services of the Government of the United States are authorized to sell such articles to the municipal government under the conditions specified and the proceeds of such sales shall be covered into the Treasury as a miscellaneous receipt: Provided, That this section shall not be construed to amend, alter, or repeal the Executive order of December 3, 1918, concerning the transfer of office material, supplies, and equipment in the District of Columbia falling into disuse because of the cessation of war activities.

(page 40)

MR. JUMP: HAVE YOU ANY IDEA WHAT YOU DID WITH THE ORIGINAL SIGNED COPY OF SECRETARY'S MEMORANDUM NO. 337 DATED MARCH 18, 1921, "EXTRACTS FROM APPROPRIATION ACTS, ETC." WHICH YOU BORROWED FROM MISS MC KINLEY UNDER DATE OF AUGUST 25, 1930. SHE IS SUPPOSED TO HAVE THESE ORIGINAL COPIES FOR HER FILES.

11/14

Mrs Fontes
I never recall
ever borrowing
it. Asst Mr
Bradley

(Do not recall it,
ever borrowing it,
& search files to
disclose it.
E.H.B.

Mr. Robbins: Did you?

May

UNDER DATE OF AUGUST 25, 1950. SHE IS SUPPOSED TO HAVE THESE ORIGINAL

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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the Secretary

April 9, 1921.

FILE
P. L. GLADMON.

MEMORANDUM NO. 338

Advisory Committee on Finance and Business Methods.

At the request of Mr. Leon M. Estabrook he has been relieved from service on the Advisory Committee on Finance and Business Methods of which he has been chairman for some time past. Mr. A. Zappone is hereby appointed his successor. The present membership of the Committee, therefore, is as follows:

A. Zappone, Chairman

R. M. Reese

Alex McC. Ashley

Roy Headley.

Henry C. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Please return to the Secretary's File Room

April 15, 1921.

FILE
P. L. GLADMON

MEMORANDUM NO. 339

Regarding Committees on Clerical Efficiency.

In accordance with Paragraph 32 of the Administrative Regulations, the personnel of the Committees on Clerical Efficiency of the several bureaus and offices of the Department, effective May 1, 1921, will be as follows:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman
A. McC. Ashley
Roy L. Swenson (vice C. C. Wilson)

OFFICE OF THE SOLICITOR

C. W. Boyle, Chairman
T. G. Shearman
J. P. Wenchel (vice A. H. McConville)

OFFICE OF FARM MANAGEMENT

G. W. Forster, Chairman
Raymond Evans (vice Jacob H. Arnold)
H. M. Dixon (vice Harvey W. Hawthorne)

WEATHER BUREAU

R. H. Weightman, Chairman
Miss S. A. Beuter
B. A. Blundon (vice E. B. Calvert)
C. T. Burns (vice B. C. Kadel)
F. G. Tingley (vice P. C. Day)

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman
A. J. Pistor
U. G. Houck (vice Harry Goding)

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman
C. W. Warburton
C. V. Piper (Vice Cornelius L. Shear)

FOREST SERVICE

E. A. Sherman, Chairman
Harry Irion
Will C. Barnes (vice Roy Headley)

BUREAU OF CHEMISTRY

S. A. Postle, Chairman
W. W. Skinner
P. B. Dunbar (vice F. B. Linton)

BUREAU OF SOILS

A. G. Rice, Chairman
Geo. W. Baumann
Henry A. Donovan (vice C. H. Seaton)

BUREAU OF ENTOMOLOGY

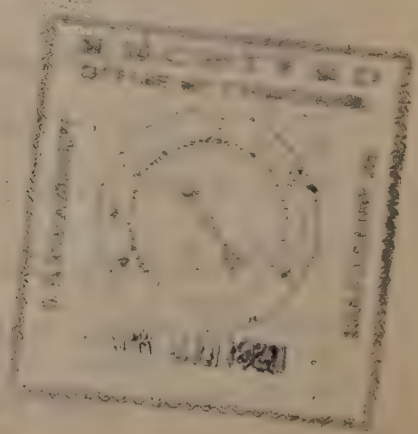
E. B. O'Leary, Chairman
E. F. Phillips
F. H. Chittenden
E. A. Back (vice Jesse L. Webb)
W. R. Walton (vice A. L. Quaintance)

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman
W. R. Dillon
E. A. Goldman (vice E. J. Thompson)

DIV. OF ACCTS. & DISBURSEMENTS

W. J. Nevius, Chairman
John M. Kemper, Jr. (vice Wm. R. Fuchs)
John H. Lynch (vice George T. Ash)



DIVISION OF PUBLICATIONS

F. W. Perkins, Chairman
Lewis C. Everard
Dixon Merritt (vice B. D. Stallings)

BUREAU OF CROP ESTIMATES

Nat C. Murray, Chairman
Paul E. Jamieson
Chas. E. Gage (vice S. A. Jones)

LIBRARY

Miss C. R. Barnett, Chairman
Miss H. M. Thompson
Miss E. B. Hawks

STATES RELATIONS SERVICE

Miss C. E. Johnston, Chairman
George E. Farrell (vice I. O. Schaub)
William B. Mercier (vice R. Bringham
Howard L. Knight (vice T. W. Harvey)

BUREAU OF PUBLIC ROADS

C. D. Curtiss, Chairman
E. W. James
S. H. McCrory

INSECTICIDE AND FUNGICIDE BOARD

M. B. Waite, Chairman
J. G. Shibley
W. D. Lynch (vice C. C. McDonnell)

FEDERAL HORTICULTURAL BOARD

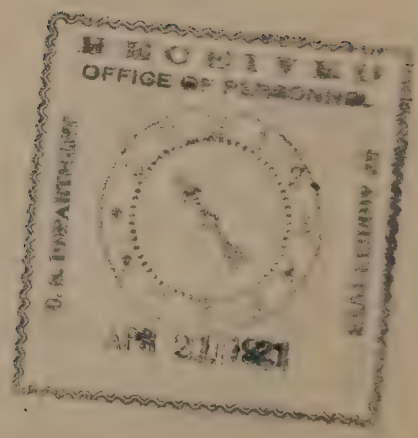
George B. Sudworth, Chairman
W. A. Orton (vice R. C. Althouse)
J. A. Stevenson (vice R. Kent Beattie)

BUREAU OF MARKETS

R. V. Bailey, Chairman
C. W. Kitchen
G. W. Morrison
Charles E. Gage (vice L. B. Flohr)
Stephen Bray (vice R. C. Potts)

Henry C. Wallace

Secretary.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UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

April 7, 1921.

Memorandum for the Secretary:

In accordance with the provisions of Memorandum 325, dated August 19, 1920, I hereby recommend the appointment to the Committee on Efficiency, Office of the Secretary, of Mr. Roy L. Swenson, vice C. C. Wilson, whose term expires on April 30, 1921.

If Mr. Swenson's appointment is approved, the Committee will then consist of the following:

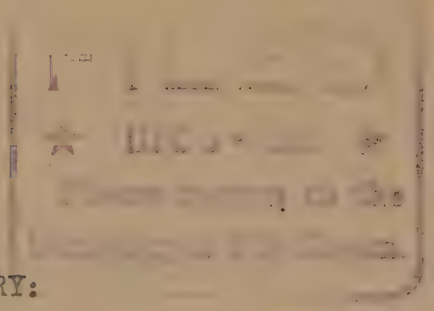
R. M. Reese, Chairman.
A. McC. Ashley.
Roy L. Swenson, vice C. C. Wilson.

Respectfully,

R M Reese
Chief Clerk.

Efficiency Reports

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.



THE SECRETARY:

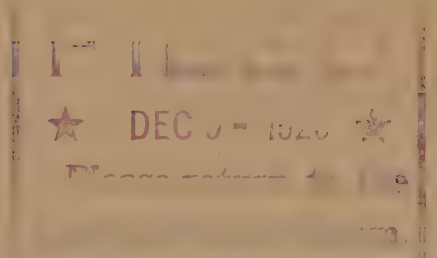
In compliance with paragraph 32 of the Administrative Regulations of the Department, as amended, I submit the name of Mr. J. P. Wenchel to succeed Mr. A. H. McConville on the efficiency committee of this office. Mr. Wenchel has never served on the efficiency committee but he is acquainted with the personnel of the office and is well qualified for the assignment. If you approve the above selection the committee will be as follows:

C. W. Boyle, Chairman,
T. G. Shearman,
J. P. Wenchel.

Solicitor.

Efficiency Reports

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM MANAGEMENT AND FARM ECONOMICS
WASHINGTON, D. C.



December 4, 1920.

MEMORANDUM FOR MR. WOULFE.

Dear Mr. Woulfe:

I am submitting for the approval of the Secretary's office the names of the proposed members for the Committee on Efficiency of the clerical force of this office for the coming six months, as follows:

Mr. G. W. Forster, Chairman.
Mr. Raymond Evans. [Ernest Arnold ?]
Mr. H. M. Dixon. [Ernest Hawthorne ?]

Very truly yours,

G. W. Forster
Assistant Chief.

KCJ

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU

Office of the Chief — WASHINGTON

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Please return to the
Secretary's File Room

Dec. 9, 1920.

MEMORANDUM FOR THE SECRETARY.

In accordance with the provisions of Memorandum 125, dated March 18, 1916, the following changes are recommended in the membership of the Committee on Clerical Efficiency in the Weather Bureau:

The appointment of:

R. H. Weightman (Chief Clerk) as Chairman.
B. A. Blundon, vice E. B. Calvert (Former Chairman).
C. T. Burns, vice B. C. Kadel.
F. G. Tingley, vice P. C. Day.

The Committee as constituted under the proposed change in membership will be as follows:

R. H. Weightman, Chairman.
Miss S. A. Beuter.
B. A. Blundon.
C. T. Burns.
F. G. Tingley.

Respectfully,

C. F. Marvin

Chief of Bureau.

MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

JRC/NO C-

April 11, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In accordance with Paragraph 32 of the Administrative Regulations, I beg to nominate for the current term as members of the Committee on Clerical and Sub-Clerical Efficiency for this Bureau the following:

C. C. Carroll, Chairman.
U. G. Houck (vice Harry Goding).
A. J. Pistor.

Dr. Houck is Chief of the Division of Hog Cholera Control and, having traveled a great deal for the Bureau is familiar with the clerical and sub-clerical work at the various stations. The Bureau desires to avail itself of his extensive knowledge, especially of field conditions and personnel, and of his solid judgment and fair-minded impartiality, in the difficult task of grading clerks on the efficiency register.

J. R. Mohler

Chief of Bureau

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND REFER TO:

March 29, 1921.

O
Personnel
Committee on Efficiency

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

In accordance with paragraph 32 of the Administrative Regulations I nominate Mr. Will C. Barnes, Assistant Forester, as a member of the Committee on Efficiency in the Forest Service, to take the place of Mr. Roy Headley, whose term of service on the committee will expire on April 30.

Mr. Barnes has been connected with the Forest Service for many years and has an intimate knowledge of our organization and personnel in both the Washington office and the field.

Very sincerely yours,

E. A. Sherman

Acting Forester.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.

April 7, 1921.

MEMORANDUM FOR THE SECRETARY:

Dear Mr. Secretary:

In compliance with the Administrative Regulations the names of Dr. E. A. Back and Mr. W. R. Walton are respectfully submitted as members of the Committee on Efficiency to take the places of Mr. J. L. Webb and Dr. A. L. Quaintance. Dr. Back and Mr. Walton are Section Chiefs and are in close touch with the work of the employes. I consider them well qualified to pass on the efficiency ratings and to determine the relative standing of the employes.

Very respectfully,

L. O. Howard

Chief of Bureau.

EBO/jh

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

April 8, 1921.

O-P
Goldman, E. A.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In accordance with amended paragraph No. 32 of the Administrative Regulations, I respectfully recommend that Major E. A. Goldman be appointed on the Bureau Efficiency Committee to take effect May 1, vice E. J. Thompson, whose term will expire on that date. Major Goldman has been connected with the Bureau for many years and has always been found impartial in his dealings with employees and will, I believe, do full justice to the duties imposed on him by this assignment.

Major Goldman is in charge of the Biological Investigations Division.

Respectfully,

E W Nelson

Chief of Bureau.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

March 18, 1921.

The Honorable

The Secretary of Agriculture.

Sir:

In accordance with Paragraph 2 of the Administrative Regulations, I have the honor to advise you that I desire to nominate Mr. John M. Kemper, Jr., and Mr. John H. Lynch as members of the committee on clerical efficiency of this division to succeed Mr. William R. Fuchs and Mr. George T. Ash whose terms will expire on April 30, 1921.

Mr. Kemper is one of my aids and a section chief, and was a member of the committee in 1919. In the nomination of Mr. Lynch, who has been employed in this division since 1911, is an accountant and bookkeeper, and has an intimate knowledge of the qualifications of the various employees of this office, it is desired this year to have a representative of the clerks on the committee in an endeavor to have both sides of the force represented.

It is therefore recommended that the efficiency committee of this division for the year ending on April 30, 1922, be composed of the following members:

Mr. W. J. Nevius, Chairman,
Mr. John M. Kemper, Jr.,
Mr. John H. Lynch.

Very respectfully,

A. Gossone

Chief of Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

April 4, 1921.

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

It is respectfully recommended that Lewis C. Everard and Dixon Merritt be appointed members of the Division of Publications Committee on Clerical Efficiency effective May 1, 1921, to fill the vacancies caused by the transfer of W. A. Jump to the Office of the Secretary and by the expiration of the term of B. D. Stallings. The position of chairman of the committee will be filled by F. W. Perkins, who is now a member.

Mr. Everard and Mr. Merritt have both served in the Department for a number of years, and are familiar with the work of the Division of Publications and its clerical and sub-clerical personnel.

Very truly yours,

Jno. L. Cobbs Jr.

John L. Cobbs, Jr.,
Chief of Division.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF CROP ESTIMATES,
WASHINGTON, D. C.

April 8, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In accordance with paragraph 32 of the Administrative Regulations, I submit below the nominations of this Bureau, for appointment on its Efficiency Committee for the six-month period beginning June 1, 1921:

Nat C. Murray, Chief of Bureau, Chairman (vice, Leon M. Estabrook, former Chief of Bureau).

Paul E. Jamieson, Accounting Officer and Acting Chief Clerk of Bureau (vice, Nat C. Murray). Mr. Jamieson has been connected with the Bureau for several years in an administrative capacity and is thoroughly familiar with the entire Bureau personnel.

Chas. E. Gage, Officer in Charge of Field Records (vice, S. A. Jones, whose one year term expires on May 31, 1921). Mr. Gage has been connected with the Bureau in various administrative capacities for many years, is a former Chief Clerk, and is thoroughly familiar with the entire personnel.

Very respectfully,

Nat C. Murray

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C.

April 5, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I respectfully recommend the appointment of the following named members of the Committee on Clerical Efficiency, in place of Messrs. Harvey, Brigham and Schaub whose terms have expired:

Mr. George E. Farrell
Mr. William B. Mercier
Mr. Howard L. Knight

Mr. Farrell and Mr. Mercier represent the two extension offices, respectively, each having an intimate knowledge of the work of the clerical force in his group. Mr. Knight has been connected with our Service for a number of years and is familiar with the duties of the different branches of our work in a general way.

Very truly yours,

A C True

Director.

Efficiency Reports

UNITED STATES DEPARTMENT OF AGRICULTURE.
BUREAU OF PUBLIC ROADS.
WASHINGTON, D. C.

IN YOUR REPLY PLEASE
REFER TO FILE No. J-2

December 7, 1920.

The Honorable,

The Secretary of Agriculture.

S I R:

In accordance with paragraph 32 of the Administrative Regulations, the following committee on Efficiency is named for the period beginning January 1, 1921:

C. D. Curtiss Chairman (vice F. C. More)
E. W. James
S. H. McCrory

As Assistant to the Chief of the Bureau Mr. Curtiss is in closer touch with the clerical force in all divisions of the Bureau than any of the administrative employees and is, therefore, the logical chairman of this committee.

Mr. McCrory, as the third member of the committee, is selected because he has now under his supervision all clerks in the Rural Engineering Division as well as in Drainage thus bringing him in close touch with the work of a number of the clerical and sub-clerical employees of the Bureau.

Very respectfully,

Thos MacDonald

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL HORTICULTURAL BOARD
WASHINGTON, D. C.

April 7, 1921.

MEMORANDUM FOR THE SECRETARY.

The following nominations are made for the Efficiency Committee of the Federal Horticultural Board, to become effective May 1, 1921:

George B. Sudworth, Chairman
W. A. Orton (Vice R. C. Althouse)
J. A. Stevenson (Vice R. Kent Beattie)

All of these persons are intimately in touch with the work of the Board and with the qualifications of the Board's employees.

Yours very truly,

Chairman of Board.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

April 6, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In connection with the consolidation of the Bureau of Markets and the Bureau of Crop Estimates it is felt that it will be practical to combine the clerical efficiency registers of the two Bureaus effective June 1, 1921. Promotions of employes in the separate Bureaus prior to July 1 will be made in accordance with the relative standing in the various classes of the employes in their respective Bureaus, and after July 1 promotions will be made to all vacancies in the combined Bureau in the regular order of the employes as their names appear upon the new register.

In accordance with the provisions of Paragraph 32 of the Administrative Regulations the following changes in the membership of the clerical efficiency committee of this Bureau effective May 1, 1921, are suggested:

1. The appointment of Mr. Charles E. Gage vice Mr. L. B. Flohr.

2. The appointment of Mr. Stephen Bray vice Mr. R. C. Potts.

Mr. Gage has served in executive and administrative positions in the Bureau of Crop Estimates for a number of years. He is thoroughly acquainted with the personnel and work of that Bureau and is well equipped to render effective service as a member of this committee in securing the proper placement of the clerical employes of the Bureau of Crop Estimates in the preparation of the combined efficiency register.

Mr. Bray, who is in charge of our Live Stock and Meats Division, is thoroughly familiar with the clerical work and personnel of this Division, which is one of our largest units, and is well acquainted with the work of the Bureau as a whole.

Very respectfully,

George Livingston

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF SOILS

WASHINGTON

FILED
DEC 9 - 1920
Return to the

December 6, 1920.

Mr. R. M. Reese, Chief Clerk,

Department of Agriculture.

Dear Sir:

I beg to submit the following as the new efficiency committee of December 1, 1920:

Mr. A. G. Rice, Chairman

Mr. Geo. W. Baumann

Mr. Henry A. Donovan, vice Mr. C. H. Seaton

Very truly yours,

A G Rice

Assistant to the Chief

OK
MEW

Efficiency Reports

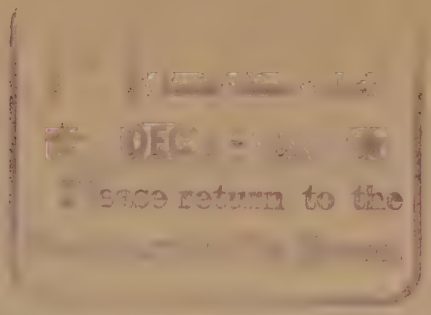
OK
JRH

JGS:MPN

UNITED STATES DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD
WASHINGTON, D. C.

ADDRESS ALL CORRESPONDENCE TO THE INSECTICIDE AND FUNGICIDE BOARD.

In reply refer to



Dec. 6, 1920.

MEMORANDUM FOR MR. WOULFE:

In reply to your telephone request, you are advised that the membership of the Board's Committee on Clerical Efficiency for period January 1 to June 30, 1921, is as follows:

M. B. Waite, Chairman,
J. G. Shibley,
W. D. Lynch.

Very truly yours,

J. G. Shibley

Assistant to Chairman.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
OCT 16 1936
FILE
P. L. GLADMON.

April 26, 1921.

MEMORANDUM NO. 340

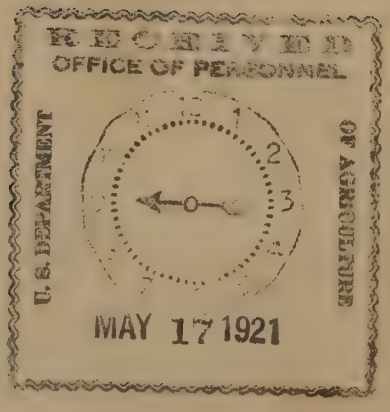
Discontinuance of Daily Reports of Proposed Travel from Washington.

The practice of submitting to the Secretary daily reports of proposed travel from Washington, required by Memorandum No. 47, dated October 14, 1913, will be discontinued immediately. Hereafter only the annual reports required by Par. 195 of the Administrative Regulations will be submitted by the bureaus.

All previous instructions to the contrary are hereby revoked.

/s/ Henry C. Wallace

Secretary.


RECEIVED
OFFICE OF PERSONNEL
U.S. DEPARTMENT
OF AGRICULTURE
MAY 17 1921

OFFICE OF THE SECRETARY OF AGRICULTURE

May 2, 1921.

Dear Mr. Fitts:

As answering the Secretary's query hereunder, "Do we have reasonable check on travel?", please see Paragraphs 2 to 5 inclusive of the Fiscal Regulations. In addition, it should be borne in mind that copies of all bureau letters of authorization for travel, etc., are forwarded monthly to the Office of the Secretary (Inspection), and other copies go forward quarterly, through the disbursing office, to the Auditor for the State and Other Departments. While no detailed check is ordinarily made on these letters in the Office of Inspection (the travel having already been performed at the time the letters reach Inspection), the mere fact that they are required to be submitted may, in a general way, be regarded as a check. See Paragraph 215 of the Administrative Regulations.

It should also be remembered that the bureaus report to the Secretary's Office each year, for inclusion in the annual report of travel to Congress, a large proportion of the travel from Washington to points in the field. See Paragraph 195 of the Administrative Regulations.

You will notice that these checks are all on travel after it is performed. I do not believe it would be possible to devise a workable check on routine travel prior to its performance.

Ashley

OFFICE OF THE SECRETARY OF AGRICULTURE

April 27.

Some years back a Secretary's memorandum was issued requiring, among other things, that prior to leaving the city a report, on a prescribed form, of such travel should be submitted to the Secretary. This applied to everyone in the Department and has become more and more disregarded until finally the practice has nearly ceased.

There is, in my opinion, no good reason why this should be continued, it being a matter which the bureau chiefs are able to handle and I, therefore, think the attached memorandum revoking the requirements of that memorandum should be issued.

H.W.

Do we have reasonable check on travel?

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

April 26, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods has considered the provision requiring reports of proposed travel to be made for the purpose of affording the Secretary's office a check on travel out of Washington in connection with bureau letters of authorization which do not require the approval of the Secretary, and is of the opinion that the practice requiring such reports should be discontinued.

A memorandum to this effect has been prepared, and your approval is recommended.

Respectfully submitted,

A. J. Lapsley

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosure.

OFFICE OF THE SECRETARY OF AGRICULTURE

4/25

Mr Sapporo
As indicated in Mr Fitch's
note, I think it is
rather confusing.
In circumstances,
so bureaus won't
have to study out
the relation of the
old memo & this
one, wouldn't
it be clearer to
let this supersede
the old one &
cite in the new
one everything
which must be
attended to?

W A

OFFICE OF THE SECRETARY OF AGRICULTURE

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C., April 23, 1921.

Dear Mr. Jump:

You are correct in your position. There are two matters discussed in Memorandum No. 47 and if we revoke the memorandum it will mean a continuation of the monthly reports.

The Committee is of the opinion that the memorandum should go out as prepared.

Respectfully,

A. Gaynor

OFFICE OF THE SECRETARY OF AGRICULTURE

April 22, 1921.

Mr. Jump:

Should not the last paragraph of the attached proposed memorandum read "Memorandum No. 47, dated October 14, 1913, is hereby revoked"?

1/33

7
No. I considered the same point. There are still some sentences of #47 which will remain in effect - in respect of travel upon an express.

OFFICE OF THE SECRETARY OF AGRICULTURE

4/14

Mr. Zappone

Jt Com. on J.

& B.M. Concurs

will you pls

draft memo

necessary to

authorize bureaus

& discontinue

practice.

W.M.S

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

April 14, 1911.

MEMORANDUM FOR MR. JUMP:

Dear Mr. Jump:

The provision requiring reports of proposed travel was made for the purpose of affording the Secretary's Office a check on travel out of Washington in connection with bureau letters of authorization which do not require the approval of the Secretary. I never did believe that good business procedure required it. We give a bureau chief authority at the beginning of the year to conduct the work of his bureau during the year and we allot his funds to him by quarters. The item of travel out of Washington is only a very small portion of the expenditures we thus permit him to make and there is no more reason for a direct supervision of this class of expenditure than there is for the various other classes of expenditure comprehended by his letter of authorization. Dr. Galloway had the idea that these daily reports should be carefully checked in his office but it was only a short time after the plan was put into operation that it fell into disuse so far as any checking by him was concerned. It [illegible] in a very short time to send them direct to [illegible]'s office for file without check. I think these reports ought to be done away with. The annual report to Congress gives that body all of the information it requires of us by law.

Very truly yours,

Alex. McC. Ashley

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

October 14, 1913.

MEMORANDUM NO. 47.

In re travel reports.

It is desired to continue the practice of having all bureaus, divisions and offices of the Department report to the Secretary, in advance, all proposed travel from Washington.

For this purpose the attached blank form may be used. These reports should be sent daily to the Office of the Assistant Secretary where they will be filed.

The present monthly reports of travel, other than of travel from Washington, will be discontinued. The reports of travel from Washington will have to be continued in order to have the information available for the preparation of the annual report of travel from Washington required by Congress.

This order will be effective October 16, 1913.

B. T. Galloway.

Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY

Washington, D. C., ..., 19.....

The Honorable The Secretary of Agriculture.

Sir: Within the next 48 hours it is proposed to authorize travel in cases of the following officers and employees of this Bureau (Office or Division), from Washington, D. C., to points in the field for the purposes indicated. The general letters of authority to perform these journeys have been issued to and are now on file in this office.

NAME	OFFICE	PRINCIPAL POINTS	OBJECT	DURATION OF TRIP

Very respectfully,

.....
Chief Clerk of Bureau.

TO BE FILED IN THE ASSISTANT SECRETARY'S OFFICE.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILE
OCT 1 0 1921
Please return
the Secretary's file

May 14, 1921.

MEMORANDUM NO. 341

FILE
P. L. GLAUMAN.

Amendment to the Administrative Regulations in regard to Leave of Absence.

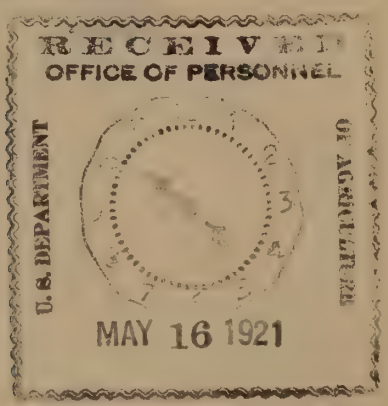
Paragraph 96 of the Administrative Regulations of the Department is hereby amended to read as follows:

96. LEAVE WHICH MAY BE ALLOWED ON SEPARATION FROM THE SERVICE.- On separation from the department by resignation, transfer, or any other termination of appointment without prejudice, employees may, in meritorious cases, be granted accrued leave at the rate of 2½ days for each month of service since the first of the calendar year for employees in the District of Columbia and 1¼ days for employees outside of the District of Columbia, except in such field offices as enjoy equal privileges under the law with employees in the District of Columbia.

Whether employees dismissed from the service for cause shall be allowed accrued leave is a matter to be determined by the Secretary, upon the recommendation of the chief of bureau concerned, according to the circumstances in each case.

Henry C. Wallace

Secretary.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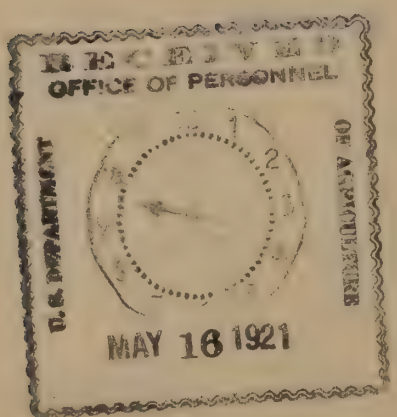
MAY 16 1921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U.S. DEPARTMENT OF AGRICULTURE
MAY 16 1921

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

May 14, 1921.

MEMORANDUM NO. 341

Amendment to the Administrative Regulations
in regard to Leave of Absence.

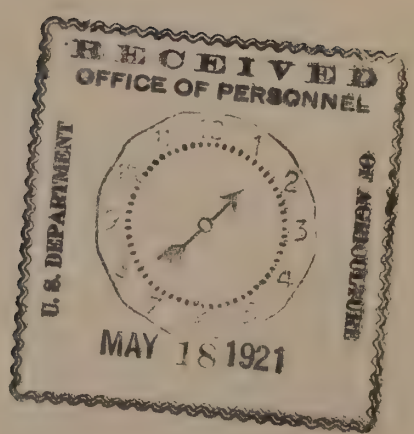
Paragraph 96 of the Administrative Regulations of the Department is hereby amended to read as follows:

96. LEAVE WHICH MAY BE ALLOWED ON SEPARATION FROM THE SERVICE.- On separation from the department by resignation, transfer, or other termination of appointment without prejudice, employees may, in meritorious cases, be granted accrued leave at the rate of 2½ days for each month of service since the first of the calendar year for employees in the District of Columbia and 1¼ days for employees outside of the District of Columbia, except in such field offices as enjoy equal privileges under the law with employees in the District of Columbia: Provided, however, That all unused leave with pay allowable by law or regulation will be granted to employees about to retire under the Act approved May 22, 1920.

Whether employees dismissed from the service for cause shall be allowed accrued leave is a matter to be determined by the Secretary, upon the recommendation of the chief of bureau concerned, according to the circumstances in each case.

Henry C. Wallace

Secretary.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OFFICE OF PERSONNEL
U. S. DEPARTMENT
OF AGRICULTURE
MAY 18 1921

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

May 10, 1921.

MEMORANDUM FOR THE SECRETARY:

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith a proposed memorandum amending paragraph 96 of the Administrative Regulations of the Department. Under a recent decision of the Comptroller of the Treasury (27 Comp. Dec., 583), it will be necessary to omit that part of this paragraph which reads as follows:

> "An employee dismissed from the service for cause may be required, in the discretion of the Secretary, to make refund from his salary for leave already taken in excess of accrued leave."

It appears that an employee who has lawfully been granted leave with pay and has been paid the amount due for the period of leave shall not be required to make refund for leave already taken in excess of accrued leave.

Very truly yours,

A. Zappone

Chairman, Advisory Committee on Finance
and Business Methods.

FILE
FILED R. L. GLADMON.
★ OCT 16 1936 W
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 20, 1921.

MEMORANDUM No. 342.

Reimbursement to Bureaus for Cost of Supplies Furnished.

In the conduct of the work of this Department, any Bureau which furnishes supplies to another in connection with the authorized work of the latter Bureau, may be reimbursed the cost of such supplies, provided that such reimbursement will be made only in cases where the supplies are used on work which the Bureau furnishing the same is not legally required to perform. The Bureau furnishing the supplies will keep a record thereof and will submit an itemized account monthly to the Bureau receiving the same for reimbursement by transfer settlement through the Treasury Department, in accordance with the following ruling of the Comptroller of the Treasury.

> " *** the practice of having the bureau or office which furnishes supplies to another bureau or office send to the latter a bill or statement of cost, with notation of the appropriations which have borne the expense, is a proper and convenient practice. The bureau or office receiving the supplies can then examine, approve, or have corrected the bill or statement, indicate the appropriation under its control which should be charged, and forward the papers to the Auditor , who settles the accounts of the bureau or office receiving the supplies." (14 Comp. Dec. 225).

Henry C. Wallace

Secretary.

OFFICE OF PERSONNEL
JUN 21 1921

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 20, 1921.

MEMORANDUM No. 342.

Reimbursement to Bureaus for Cost of Supplies Furnished.

In the conduct of the work of this Department, any Bureau which furnishes supplies to another in connection with the authorized work of the latter Bureau, may be reimbursed the cost of such supplies, provided that such reimbursement will be made only in cases where the supplies are used on work which the Bureau furnishing the same is not legally required to perform. The Bureau furnishing the supplies will keep a record thereof and will submit an itemized account monthly to the Bureau receiving the same for reimbursement by transfer settlement through the Treasury Department, in accordance with the following ruling of the Comptroller of the Treasury.

> " *** the practice of having the bureau or office which furnishes supplies to another bureau or office send to the latter a bill or statement of cost, with notation of the appropriations which have borne the expense, is a proper and convenient practice. The bureau or office receiving the supplies can then examine, approve, or have corrected the bill or statement, indicate the appropriation under its control which should be charged, and forward the papers to the Auditor, who settles the accounts of the bureau or office receiving the supplies." (14 Comp. Dec. 225).

Henry C. Wallace

Secretary.

JUN 24 1921

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OCT 16 1936 W
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 28, 1921.

let me see proof

MEMORANDUM NO. 343.

Handling of Manuscripts.

FILE
P. E. GLADMON.

To facilitate the publication of manuscripts and to effect economies in printing, please note the following:

1. Authors will be expected to proof read their manuscripts, with the understanding that once the manuscript leaves the author's hands it is in final form and not subject to further changes of text in galley or page proof. With the adoption of this policy it will be necessary that authors consult workers on related subjects in other bureaus before finally submitting their manuscript for publication, and all matters as to which there are differences of opinion must be settled in advance.

2. Upon receipt of a manuscript by the Division of Publications all bureaus will be notified and given an opportunity to see the manuscript if desired. If requests to see the manuscript are received, the originating bureau will be expected to furnish not to exceed two additional copies.

3. Clean copy greatly facilitates prompt publication and reduces the danger of errors, therefore, extensive additions or corrections in script should be avoided.

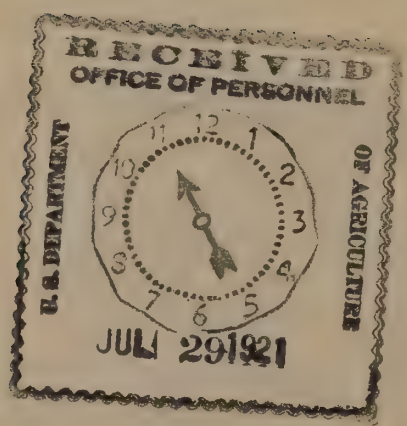
4. So far as possible, Farmers' Bulletins will be limited to 32 printed pages and Department Bulletins to 48 pages. Due regard will be given to adequate treatment of the subject but it is believed that bulletins can be confined to these limits.

RECEIVED
OFFICE OF PERSONNEL
U. S. DEPARTMENT
OF AGRICULTURE
JUL 29 1921

Will you please bring this memorandum to the attention of all members of your bureau who are engaged in the preparation or editing of manuscripts.

Henry A. Wallace

Secretary.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U.S. DEPARTMENT
OF AGRICULTURE
JUL 29 1921

G

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Issue in numbered regular series of Dep't memos, with title: "Handling of Manuscripts" Let me see proof. WAM

July 25, 1921.

Memorandum for Chiefs of Bureaus and Divisions.

To facilitate the publication of manuscripts and to effect economies in printing, please note the following:

1. Authors will be expected to proof read their manuscripts, with the understanding that once the manuscript leaves the author's hands it is in final form and not subject to further change of text in galley or page proofs. ~~or correction. The practice of submitting galley proofs will be discontinued. The Division of Publications will be held responsible for departures from the manuscript.~~ With the adoption of this policy it will be necessary that authors consult workers on related subjects in other bureaus before finally submitting their manuscript for publication, and all matters as to which there are differences of opinion must be settled in advance.

2. Upon receipt of a manuscript by the Division of Publications all bureaus will be notified and given an oppprtunity to see the manuscript if desired. If requests to see the manuscript are received, the originating bureau will be expected to furnish not to exceed two additional copies.

3. Clean copy greatly facilitates prompt publication and reduces the danger of errors, therefore, extensive additions or corrections in manuscript should be avoided.

4. So far as possible, Farmers' Bulletins will be limited to 32 printed pages and Department Bulletins to 48 pages. Due regard will be given to adequate treatment of the subject but it is believed that bulletins can be confined to these limits.

Issue as regular numbered memo of

July 16, 1921.

MEMORANDUM FOR CHIEFS OF BUREAUS.

To effect certain economies in printing, the following procedure in the preparation and handling of manuscripts will be effective August 15.

(1) The practice of submitting galley proofs for criticism will be discontinued. Corrections on galley and even on page proofs in our publications in the last year have been excessive and have resulted in the unnecessary expenditure of considerable sums from the printing fund. It often happens that changes are made necessitating almost complete resetting of type. These practices must stop. By settling all matters in regard to which there are any differences of opinion and having the manuscript in final form before it is sent to the printer, a considerable saving will be effected. Authors should consult workers on related subjects in other bureaus in preparing their manuscripts with a view to adjusting differences before the manuscript is submitted for publication. It must be understood that once a manuscript leaves the author's hands it is in final form and only typographical errors may be corrected in proof.

(2) Upon receipt of a manuscript by the Division of Publications all bureaus will be notified and asked if they desire to see the manuscript, as is done now in the case of galley proofs. If requests to see the manuscript are received, the originating bureau will be required to furnish not to exceed two additional copies.

(3) Manuscripts submitted must be free from extensive corrections in script. Where editing in the bureaus results in many changes the pages affected should be recopied. Clean copy will greatly facilitate editing in the Division of Publications and will help to reduce the cost of type setting.

(4) Farmers' Bulletins will be limited to 32 printed pages and Department Bulletins to 48 pages. Manuscripts which overstep these limits will be returned for condensation. Authors should give special attention to conciseness in presenting their facts. It should be possible to give the essential matter in a 32-page Farmers' Bulletin, and the research worker, by practicing terse statement, should not be handicapped by a 48-page limit.

Mr Smith wishes to discuss #4 with Secy.

An effort will be made to work out with the Government Printing Office a schedule fixing the time within which proofs will be received after the manuscript is sent to the printer and when delivery will be made after proofs are returned. I understand that some bureaus make a practice of holding proofs for extensive periods. As soon as the schedule is prepared, proofs must be returned to the Division of Publications within a specified time or lose their place on the schedule and suffer consequent delay.

Please bring this memorandum to the attention of all members of your bureau who are engaged in the preparation or editing of manuscript.

Sincerely yours,

Secretary.

July 16, 1921.

MEMORANDUM FOR CHIEFS OF BUREAUS.

To effect certain economies in printing, the following procedure in the preparation and handling of manuscripts will be effective August 15.

(1) The practice of submitting galley proofs for criticism will be discontinued. Corrections on galley and even on page proofs in our publications in the last year have been excessive and have resulted in the unnecessary expenditure of considerable sums from the printing fund. It often happens that changes are made necessitating almost complete resetting of type. These practices must stop. By settling all matters in regard to which there are any differences of opinion and having the manuscript in final form before it is sent to the printer, a considerable saving will be effected. Authors should consult workers on related subjects in other bureaus in preparing their manuscripts with a view to adjusting differences before the manuscript is submitted for publication. It must be understood that once a manuscript leaves the author's hands it is in final form and only typographical errors may be corrected in proof.

(2) Upon receipt of a manuscript by the Division of Publications all bureaus will be notified and asked if they desire to see the manuscript, as is done now in the case of galley proofs. If requests to see the manuscript are received, the originating bureau will be required to furnish not to exceed two additional copies.

(3) Manuscripts submitted must be free from extensive corrections in script. Where editing in the bureaus results in many changes the pages affected should be recopied. Clean copy will greatly facilitate editing in the Division of Publications and will help to reduce the cost of type setting.

(4) Farmers' Bulletins will be limited to 32 printed pages and Department Bulletins to 48 pages. Manuscripts which overstep these limits will be returned for condensation. Authors should give special attention to conciseness in presenting their facts. It should be possible to give the essential matter in a 32-page Farmers' Bulletin, and the research worker, by practicing terse statement, should not be handicapped by a 48-page limit.

July 14, 1958.

An effort will be made to work out with the Government Printing Office a schedule fixing the time within which proofs will be received after the manuscript is sent to the printer and when delivery will be made after proofs are returned. I understand that some bureaus make a practice of holding proofs for extensive periods. As soon as the schedule is prepared, proofs must be returned to the Division of Publications within a specified time or lose their place on the schedule and suffer consequent delay.

Please bring this memorandum to the attention of all members of your bureau who are engaged in the preparation or editing of manuscript.

Sincerely yours,

Secretary.

Average Pages to Bulletin--28

17 about 32

Publications Received from July 1, 1920 to June 30, 1921.

Farmers' Bulletins.

		Pages.
1081.	Cranberry Diseases	24
1085.	Hog Lice and Hog Mange	28
1093.	Influence of the Tractor on Use of Horses	28
1099.	Home Laundering	32
1102.	The Crow in Its Relation to Agriculture	20
1103.	Growing Irrigated Grain in Southern Idaho	28
1105.	Care of Mature Fowls	8
1106.	Incubation of Hen's Eggs	8
1107.	Brood Coops and Appliances	8
1108.	Care of Baby Chicks	8
1109.	Preserving Eggs	8
1110.	Lice, Mites, and Cleanliness	12
1111.	Management of Growing Chicks	8
1112.	Culling Eggs for Market	8
1113.	Poultry Houses	8
1114.	Common Poultry Diseases	8
1115.	Selection and Preparation of Fowls for Exhibition	12
1116.	Selection and Care of Poultry Breeding Stock	12
1117.	Forestry and Farm Income	36
1119.	Fall Sown Oats	24
1121.	Factors That Make for Success in Farming in the South	32
1122.	Citrus-Fruit Growing in the Gulf States	48
1123.	Growing and Planting Hardwood Seedlings	32
1124.	The Brown-Spot of Corn	12
1125.	Forage for the Cotton Belt	64
1126.	Sudan Grass	32
1127.	Peanut Growing for Profit	36
1128.	Control of Aphids Injurious to Orchard Fruits, etc	48
1129.	Diseases of Southern Pecans	24
1131.	Tile Trenching Machinery	28
1132.	Planning the Farmstead	24
1133.	Feeding Garbage to Hogs	28
1134.	Castrating and Docking Lambs	16
1135.	The Beef Calf	32
1136.	Baking in the Home	40
1137.	Grain Sorghums	28
1138.	Game Laws for 1920	84
1139.	A Method of Analyzing the Farm Business	40
1140.	Grasshopper Control in the Pacific States	16
1141.	Rice Growing in California	24
1142.	Growing Crimson Clover	20
1143.	Lespedeza as a Forage Crop	16
1144.	Cooperative Marketing	28

		Pages.
1145.	Handling and Transportation of Cantaloupes.....	24
1146.	Dourine of Horses.....	12
1147.	Milo: A Valuable Grain Crop.....	20
1148.	Cowpeas: Culture and Varieties.....	28
1149.	Growing Corn in the Southeastern States.....	30
1150.	Parasites and Parasitic Diseases of Sheep.....	56
1161.	Dodder.....	24
1168.	Varieties of Winter Wheat Adapted to the Eastern United States.....	20
1169.	Insects Injurious to Deciduous Shade Trees and Their Control.....	100
1171.	Growing Annual Flowering Plants.....	84
1173.	Plans of Rural Community Buildings.....	40
1174.	One-Register Furnaces.....	12
1180.	House Cleaning Made Easier.....	32
1181.	Raising Sheep on Temporary Pastures.....	20
1184.	Ginseng Culture.....	16
1186.	Pork on the Farm.....	48
1187.	Cotton Diseases and Their Control.....	32
1188.	The Southern Pine Beetle.....	16
1189.	Handling Spinach for Long Distance Shipment.....	16
1190.	How to Grow an Acre of Potatoes.....	28
1191.	Making American Cheese on the Farm.....	20
1192.	The Organization of Rural Community Buildings...	48
1193.	The Beet Leaf-Beetle and Its Control.....	8
1194.	Operating a Home Heating Plant.....	28
1195.	Rice as Food.....	24
1197.	Protection of Mesquite Cordwood and Posts from Borers.....	12
1196.	Standard Containers for Fruits and Vegetables...	36
1202.	An Agricultural Almanac.....	64
1205.	Potato Production in the South.....	40
1206.	The Corn Earworm as an Enemy to Vetch.....	20
1212.	Straighthead of Rice and Its Control.....	16
1213.	Flag Smut of Wheat and Its Control.....	8

Average pages to Bulletin - 36

Publications received from July 1, 1920 to June 30, 1921.

Department Bulletins.

		Pages.
827.	The Cut-Over Pine Lands of the South for Beef-Cattle Production	52
842.	The Nematode Disease of Wheat Caused by Tylenchus tritici	40
844.	Sweet-Clover Seed	40
847.	Roundhead Apple-Tree Borer	44
848.	An Economic Study of Small Farms near Wash., D.C.	20
849.	City Milk Plants	36
851.	Cost of Producing Apples in Five Counties in Western New York	48
852.	The Flow of Water in Concrete Pipe	100
853.	Organization and Management of Farms in Northwestern Pennsylvania	32
854.	The Flow of Water in Drain Tile	52
856.	Currant Grape Growing	16
857.	A Modified Boerner Sampler	8
858.	Requirements and Cost of Producing Market Milk in Northwestern Indiana	32
859.	The Process of Ripening in the Tomato, etc.	40
860.	The Organization of Cooperative Grain Elevator Companies	40
861.	Marketing Eastern Grapes	64
862.	Food Habits of Seven Species of American Shoalwater Ducks	68
863.	Forestry Lessons on Home Woodlands	48
864.	A Peach Sizing Machine	8
865.	Classification of Ledger Accounts of Creameries	40
866.	Pickering Sprays	48
867.	The Castor-Oil Industry	40
868.	Economic Value of the Starling	68
869.	The Inheritance of the Length of Internode, etc.	28
870.	Effect of Winter Rations on Pasture Gains of Yearling Steers	20
871.	The Dry-Rot of Incense Cedar	60
872.	Insect Control in Flour Mills	40
873.	The Shrinkage of Market Hay	36
874.	Farm Land Values in Iowa	48
876.	Hairy-Vetch Seed Production	32
877.	Australian Wheat Varieties	38
878.	Varietal Experiments with Spring Wheat	48
879.	The Mosaic Disease of Cucurbits	72
880.	Effects of Pork Curing Processes on Trichinae	40
881.	Effect of Alfalfa on the Subsequest Yield of Irrigated Field Crops	16
882.	Airplane Fabric	48
883.	Experiments with Flax on Breaking	32

		Pages.
884.	Utilization of Sycamore	24
885.	The Black Fly, etc	56
886.	Spotted Apple-Tree Borer	12
887.	Pear Borer	8
888.	Results of Experiments with Miscellaneous Substances against Chicken Lice and Dog Fleas	16
889.	Clover Stem-Borer as an Alfalfa Pest	28
890.	Milk-Plant Equipment	44
892.	The Beet Leaf-Beetle	24
894.	Manual of Design and Installation of Forest Service Water Spray Dry Kiln	48
895.	The Freezing Point of Potatoes as Determined by the Thermoelectric Method	8
896.	The Cost of Producing Cotton	60
897.	Weight Variation of Package Foods	20
898.	Turpentine	56
899.	Gipsy-Moth Tree-Banding Material	20
900.	Grapevine Looper	16
901.	Grapevine Flea-Beetle	28
902.	The Western Cabbage Flea-Beetle	24
904.	Production and Utilization of Corn Oil, etc	24
905.	Principles of Livestock Breeding	68
906.	The Use of Concrete Pipe in Irrigation	56
907.	Fumigation of Citrus Plants	44
908.	The Maine Sardine Industry	128
909.	Utilization of Black Walnut	92
910.	Experience of Eastern Farmers with Motor Trucks	40
911.	Life History of the Grape-Berry Moth in Northern Ohio	40
912.	Hail Insurance, etc	32
913.	The Western Farmers' Water Right	16
914.	The Red-Banded Leaf-Roller	16
915.	Toxicity of Barium Carbonate to Rats	12
916.	Freezing Injury to Potatoes when Undercooled	16
917.	Farm Practice in Growing Field Crops in Three Sugar-Beet Districts in Colorado	52
918.	Report of Investigations of the Pink Bollworm of Cotton in Mexico	64
919.	Unit Requirements for Producing Milk in Western Washington	20
920.	Farm Profits	56
921.	Sugar-Cane Juice Clarification for Sirup Manufacture	16
922.	Clover-Leaf Weevil	20
923.	Unit Requirements for Producing Market Milk in Vermont	20
924.	Tear Stain of Citrus Fruits	12
925.	A Brachytic Variation in Maize	28
926.	Studies in the Biology of the Mexican Cotton Boll-Weevil on Short-Staple Upland Cotton, etc	44

		Pages.
927.	Commercial Utilization of Waste Seed from the Tomato Pulping Industry.....	32
928.	Substitutes for Sucrose in Curing Meats.....	28
929.	Cottonseed Meal for Horses.....	12
930.	The Production of Binder-Twine Fiber.....	20
931.	Corn-Belt Farmers' Experience with Motor Trucks..	36
933.	Black Walnut: Its Growth and Management.....	44
934.	Damping-Off in Forest Nurseries.....	100
935.	The Distribution of Northwestern Boxed Apples....	28
936.	Wild Ducks and Duck Food of the Bear River Marshes, Uath.....	20
937.	Cooperative Grain Marketing, etc.....	24
938.	Effects of Nicotine Sulphate as an Ovicide and Larvacide on the Codling Moth and Three Other Insects.....	20
939.	The Turkey an Important Factor in the Spread of Tapeworm.....	16
940.	The Sporogenes Test as an Index of the Contamination of Milk.....	20
941.	Farm Management in the Ozark Region of Missouri,,	52
942.	Poisonous Properties of the Whorled Milkweeds Asclepias pumila and A. verticillata Var. Geyeri.....	16
943.	Cost of Producing Wheat on 481 Farms of North and South Dakota, Minnesota, Kansas, Nebraska, and Missouri for the Crop Year 1919.....	60
944.	The Alcohol Test as a Means of Determining Quality of Milk for Condenseries.....	16
945.	The Influence of Calcium and Phosphorus in the Feed on the Milk Yield of Dairy Cows.....	28
946.	Comparative Spinning Tests of Meade and Sea Island Cotton.....	8
950.	Regional Development of the Pulpwood Resources of the Tongass National Forest, Alaska.....	40
951.	Methods for Close Automatic Control of Incubating Temperatures in Laboratories.....	16
952.	Commercial Utilization of Grape Pomace and Stems from the Grape-Juice Industry.....	24
953.	Nitrogen and Other Losses During the Ensiling of Corn.....	16
955.	Unit Requirements for Producing Market Milk in Southeastern Louisiana.....	16

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
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July 15, 1921.

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

MEMORANDUM FOR MR. HARLAN SMITH.

Subject: Average number of pages of Farmers' Bulletins and Department Bulletins.

Dear Mr. Smith:

In response to request for average number of pages of Farmers' Bulletins and Department Bulletins for the past year, a rapid examination of these publications for the past six months shows -

(1) Farmers' Bulletins - Average number of pages - 32.

(2) Department Bulletins - Average number of pages - 40.

These estimates can be regarded as fairly accurate for the average number of pages contained in these publications for the past fiscal year.

Very sincerely yours,

B D Stallings

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON (No.)

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

June , 1921.

Dr. J. R. Mohler,

Chief, Bureau of Animal Industry.

Dear Doctor Mohler:

It has been found that corrections on galley, and even on page proofs, in the past year have been excessive and have resulted in the unnecessary expenditure of considerable sums from the printing fund. It very often happens that changes necessitating almost complete resetting of type are made. It is felt that by settling all matters in regard to which there are any differences, and by having the manuscript in the final form before it is sent to the printer, a considerable saving will be effected. For this purpose the following procedure in handling manuscripts, which has the approval of the Secretary, will be made effective July 1:

1. All manuscripts dealing with subjects on which other bureaus than the originating bureau are at work will be submitted to the Division of Publications in triplicate.

2. Upon receipt of a manuscript all bureaus will be notified and asked if they desire to see the manuscript, as is done now in the case of galley proofs. If requests to see the manuscript are received the originating bureau will be required to furnish not to exceed three copies, in case it has not already done so. No manuscript will be sent to the printer until all differences of opinion are settled and the manuscript is in final shape. When galley and page proofs are received no corrections other than typographical errors will be allowed.

3. Manuscripts submitted to this Division must be free from extensive corrections in script. Where the editing in the bureau results in many changes the pages affected should be recopied. Clean copy will greatly facilitate editing in this Division and, what is more important, will help to reduce the cost of type setting.

An effort will be made to work out with the Government Printing Office a tentative schedule fixing the time within which proofs will be received after the manuscript is sent to the printer, and when delivery will be made after proofs are returned. It has been found that many bureaus make a practice of holding proofs for extensive periods. As soon as the schedule is prepared proofs must be returned to this Division within a specified time or lose their place on the schedule and suffer the consequent delay.

Please bring this memorandum to the attention of all members of your bureau who are engaged in the preparation or editing of manuscript.

Very sincerely yours,

John L. Cobbs, Jr.,
Chief of Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
E

May 10, 1921.

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

MEMORANDUM FOR MR. COBBS.

Dear Mr. Cobbs:

With reference to the proposed plan of having manuscripts submitted in triplicate do you not think that we should put off the execution of this plan until the beginning of the fiscal year 1922, especially if we are successful in securing a deficiency appropriation. We shall do well to get the manuscripts from the bureaus in any kind of form at all to use up the appropriation in time and I believe that it would act as a discouragement if we were to propose any new method of procedure. We also might endanger the success of our plan if we should try it huggermugger as we should have to do now.

Very sincerely yours,

L. C. Everard

Chief Editor.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
E

July 14, 1921.

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I am enclosing a statement from Mr. L. C. Everard, Chief Editor, in regard to the changes made in page proof of Farmers' Bulletin 1207, "Milk and Its Use in the Home," which casts some light upon the way in which these changes came to be made.

I find that in accordance with our custom galley proof of the bulletin was sent to the Bureau of Chemistry on April 21. No report was made by that Bureau in spite of our attempts, continued long after the expiration of the time allowed by Administrative Regulations, to have the proof returned. The page proof of the bulletin was sent back to the Printing Office on May 24. On June 1 the Bureau of Chemistry sent a memorandum to the States Relations Service proposing a number of changes. A copy of the memorandum is attached. Mr. Everard's memorandum to me gives the rest of the details. Apparently the Bureau of Chemistry had ample time to make whatever suggestions they had before the proof was returned to the Government Printing Office, and they had previously approved the tables of analyses while the bulletin was in manuscript. In as much as some of the suggestions which Chemistry made affected the accuracy of the statements contained in the bulletin, Mr. Everard felt that they should be made under any circumstances.

This instance is an illustration of the difficulty which we have at times in securing a complete agreement by the bureaus on statements contained in bulletins. It is my idea, as I expressed it to you some time ago, that all points at issue and all statements in which there is any difference of opinion should be definitely settled before the manuscript is sent forward, and that once the type is set up no changes should be allowed except information which is discovered between the time the manuscript is finally approved and when it is set up in type by the Printing Office. I have had in mind inaugurating a new procedure which would, I think, take care of the present situation, and am attaching a sample letter which I prepared some weeks ago with the idea of sending it to all bureaus. If you approve, I shall be glad to have the letter rewritten for your signature or issued as a division memorandum.

Both Mr. Everard and I have been paying strict attention to the changes made in proof and I do not think that Mr. Carter's statement in regard to the numerous similar instances can be substantiated, although we have had occasionally to make changes in page proof which we felt were necessary.

Very sincerely yours,

Jno. L. Cobbs Jr.
Chief of Division.

Enclosures:

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF PUBLICATIONS

WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
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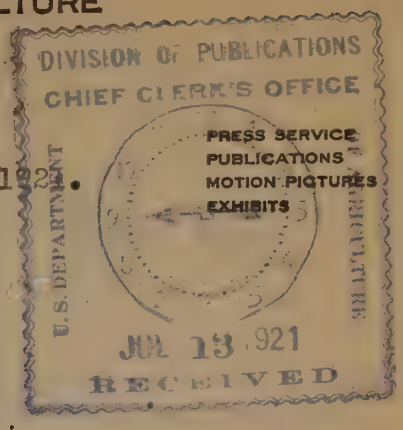

July 12, 1921.

MEMORANDUM FOR MR COBBS.

After page proof of this bulletin had been returned to the Government Printing Office, (May 24) the Bureau of Chemistry sent a memorandum to States Relations Service (June 1) proposing a great many changes. Dr. Beal asked to have the proof recalled, so that States Relations could consider the changes proposed by Chemistry. The suggestions were gone over carefully and in detail not only by the States Relations Service and the Bureau of Animal Industry but by me personally; and I endeavored to cut out any that did not seem necessary to prevent the bulletin's carrying misinformation. Though the changes may seem on superficial examination to be merely changes in phraseology closer examination will disclose the fact that they are new facts brought out in the memorandum of Chemistry to States Relations Service dated June 1st, which is attached, with notations in red by me. My notations in red pencil will indicate the endeavor to cut down changes and to make only those actually necessary.

When these changes were made this office was under the impression that though the order for plating had been made out the work had not been done and that the changes involved only some shifting in page proof. If the electrotypes have been made, we will endeavor to make the absolutely necessary changes in such a way as to involve only the mending of some of the plates. This will reduce the cost to the minimum consistent with having the facts accurate and up to date. The proof should be returned to me for this reworking. Please return also the memorandum from Chemistry.

Mr. Carter is misinformed in regard to the frequency with which such cases as this occur. It is very unusual; and it is our constant endeavor to reduce the changes not only in page but in galley and for this purpose a plan has been suggested for completing all criticism in manuscript so as to save the cost of changes in proof.

Very sincerely yours,

L. C. Corbett

Chief Editor.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF CHEMISTRY

WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

MAY 31 1921

STATES RELATIONS SERVICE
RECEIVED
★ JUN 1 - 1921 ★
Answered

Dr. A. C. True, Director,
States Relations Service,
Department of Agriculture,
Washington, D. C.

Dear Dr. True:

Referring to the attached galley-proof of an article entitled "Milk and Its Use in the Home", prepared in the Office of Home Economics, with the cooperation of the Dairy Division of the Bureau of Animal Industry, this Bureau is very much interested in the production of such a bulletin and heartily commends the authors in their endeavors. The following comments and suggestions are made:

On Galley 2, under "Protein Compounds", it is stated that the proteins in foods are spoken of as more or less adequate, according as they yield a large or small proportion of the amino acids needed by the body. It is suggested that this be changed to read "according as they may or may not yield, both in quantity and in kind, the amino acids needed by the body". This change is suggested in view of the fact that the deficiency of some proteins is one of the amino acids which cannot be synthesized by the body; for example, tryptophane, lysine, arginine, histidine or cystine, as well as the question of the amount of these and other amino acids used by the body.

On Galley 2 under "Milk Sugar" it is stated that lactose is similar in chemical composition to cane sugar. It is suggested that this be changed, and instead that some such phrase as "it is a carbohydrate in chemical composition and, therefore, has a chemical relationship to cane sugar."

On Galley 3, under "Vitamines", it is stated that "only a few foods" contain vitamine A. It is suggested

that the phrase quoted be cancelled, since the list of foods containing vitamine A is quite large as is indicated by the examples named. The thought of the writer is believed to be one worth preserving and it is suggested that another sentence be included to indicate that the diets commonly fed to city inhabitants, and, more especially, to children, are in some cases lacking in vitamine A, since they contain too little of the foods mentioned as containing vitamine A and too large a proportion of starchy materials, usually obtained from cereal products, or sugar substances.

On Galley 3, under the above heading, there also appears the statement that vitamines are found more in whole milk, cream and butter than in skim milk. Skim milk, as ordinarily produced by a cream separator, contains so little butter fat that for the purpose of a Farmers' Bulletin, it would seem advisable to make no suggestion of the presence of any butter fat in it, and, more especially, of the presence of any vitamine A in skim milk.

In the paragraph concerning "Vitamine C", second sentence, erroneous inference might be drawn that the Department recommends that milk only should be relied upon as a source of Vitamine C. It is suggested that this sentence be re-phrased so that this misleading inference could not be drawn.

In the first paragraph, under "Variations in Composition and Attempts at Grading Milk", no statement is given concerning the standardizing of market milk to a definite butter fat content, as is commonly practiced in our large cities. The paragraph appears to attempt to give the information concerning the practices in this country, and hence the paragraph appears to be misleading. It is suggested that if an attempt is made to inform the public of the common practice in the manipulation of market milk, the paragraph be so drawn that it sets forth the present conditions.

In the succeeding paragraph, in discussing the chief methods of adulteration, it is suggested that the use of disinfectants in milk itself and as left behind in utensils after disinfection, be mentioned.

The last sentence of this same paragraph, in which the method of testing milk for watering by its freezing point appears, is believed to be incorrect in its present statement; at least, this Bureau believes the contrary of what is stated in the sentence as it now reads.

The second paragraph following, in which the old standard of this Department of 3.35% butter fat is mentioned, should be changed, in the opinion of this Bureau, and the present standard discussed, or a paragraph be substituted in which the standards of various states and cities are discussed, since, as a matter of fact, the statement, as now given, is out of date. Furthermore, it is suggested that if a reference is made to the Joint Committee on Definitions and Standards, it be referred to by that name rather than as a commission on milk standards.

The last paragraph, as now phrased, would appear to criticise adversely the use of a centrifugal separator when it is obvious that no such intent exists. It is suggested that the paragraph be re-phrased so that milk in which dirt has fallen shall be criticised as being equally objectionable whether clarified from such dirt or not, since the ordinary dirt of the cow barn gives soluble extracts which stay in the milk even though the visible particles of dirt may be separated by a centrifugal separator or by straining or other clarifying means. It would seem advisable for this Department to make this point very clear.

On Galley 4, under "Digestibility", a paragraph toward the bottom of the galley discusses the ordinary digestion of carbohydrates in which it is suggested that carbohydrates are digested by the saliva and, to a certain extent, in the stomach. Because starch, which is not present in milk, is digested by saliva and continues to a certain extent in the stomach, would not seem to be a reason for discussing that fact in discussing the digestion of milk. It is, therefore, suggested that all reference to the digestion of carbohydrates in milk by the saliva or in the stomach be cancelled and that instead the statement be made of the digestion of the carbohydrate lactose in intestinal digestion.

Galley 5, the paragraph at the head of the table states that the same proportion of total solids and fat are present in cows' milk as in womens' milk, while the table itself indicates to the contrary. It is suggested that this statement be changed.

Galley 8, the third paragraph, under "Condensed and Evaporated Milk" states that fresh milk is evaporated until its bulk is two-fifths that of the fresh milk

in making condensed milk. It is suggested that one-third be given instead of two-fifths. It is also stated that the sugar content is 42% by weight. In the experience of the Bureau, the sugar content varies from 37-45%, with 42% as the average. It is suggested that the word "approximately" be inserted before the words "42 per cent".

Galley 9, the definition for cream is thought to be very faulty, since, as a matter of fact, the per cent carbohydrates and mineral matter is not necessarily small. The percentage of these present depends upon the amount of skim milk in the cream. Furthermore, there is a notable percentage of water soluble B vitamins present, also depending upon the amount of skim milk in the cream. Some such phraseology as the following is suggested: "Cream is composed of the fat of milk and of skim milk. The greater the proportion of fat to skim milk the 'richer' the cream. The substances contained in cream will be understood by a study of the statements already given concerning the substances contained in skim milk and butter fat in milk. Similarly, the place of cream in nourishment will be understood from the discussion already given of the use of these substances and the part which they play in nourishment.

In the third paragraph following, the statement is made that cream for whipping should contain 30% butter fat. It is suggested that this should be changed to 30% inasmuch as the definitions and standards adopted by this Department, as published in Circular 136 of the Office of the Secretary, states 30% butter fat.

In the paragraph following the heading "Butter" the statement is made that flavor, color and texture have little effect on nutritive value or digestibility. It is suggested that this be modified, at least by adding some such qualifying phrase as "except as appetite is affected to cause the consumption of little or much fat."

Galley 10, the paragraph concerning cottage cheese states that several similar kinds of cheese are on the market and, among others, mentions cream cheese. Such mention appears to this Bureau to be questionable since under the Food and Drugs Act the sale of cottage cheese as cream cheese is an adulteration and misbranding. Possibly this sentence could be re-phrased to include the thought of the authors without objection from this Bureau.

Neufchatel + cream not like cott

Galley 11, last paragraph, it is suggested that the statement that milk fat is the most important source of the vitamine known as fat soluble A, be changed to read either "a most important source" or "is frequently the most readily available source". The latter phraseology is believed to be preferable.

Galley 12, first paragraph, should be modified in accordance with the change recommended above concerning the present Department standards.

Respectfully,

C. L. Alsberg

Chief.

Enclosure:
Galley Proof

Ex. Order No. 3501

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ OCT 16 1926 W
Please return to
the Secretary's

August 22, 1921.

MEMORANDUM NO. 344.

FILE

Amendments to the Administrative Regulations
in regard to Reinstatement.

In accordance with Executive Order dated June 25, 1921, amending Rule IX of the Civil Service Rules, paragraphs 20 and 138 of the Administrative Regulations of this Department are hereby amended to read as follows:

20. REINSTATEMENT.--A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he served at the time of his separation, upon certificate of the Civil Service Commission, subject to the following limitations: Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. When the Commission and the appointing officer are in agreement that the public interest requires such unusual action, the Commission may authorize waiver of the one year limit herein prescribed under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and five years where service has been five years or more. This limitation shall not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an Army nurse of either war, separated from the competitive classified service before July 18, 1918, who may be reinstated in the department from which separated without time limit. If separated after July 18, 1918, reinstatement may be made within five years from the date of separation. A soldier, sailor, marine, or Army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought. The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of cessation of her husband's military service by death or otherwise without discredit. No person may be reinstated to a position requiring an examination different from that

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AUG 23 1921

required for the position from which he was separated without passing an appropriate examination.

It is required by law that former Government employees who left the service of the Department to enter the military service of the United States in the war with Germany shall be reinstated, on application, to their former positions if they have received an honorable discharge and are qualified to perform the duties of the position. Except in the cases of the employees referred to above, reinstatement is not a right given to a former employee, but is merely one of the ways by which an appointing officer may fill a vacancy.

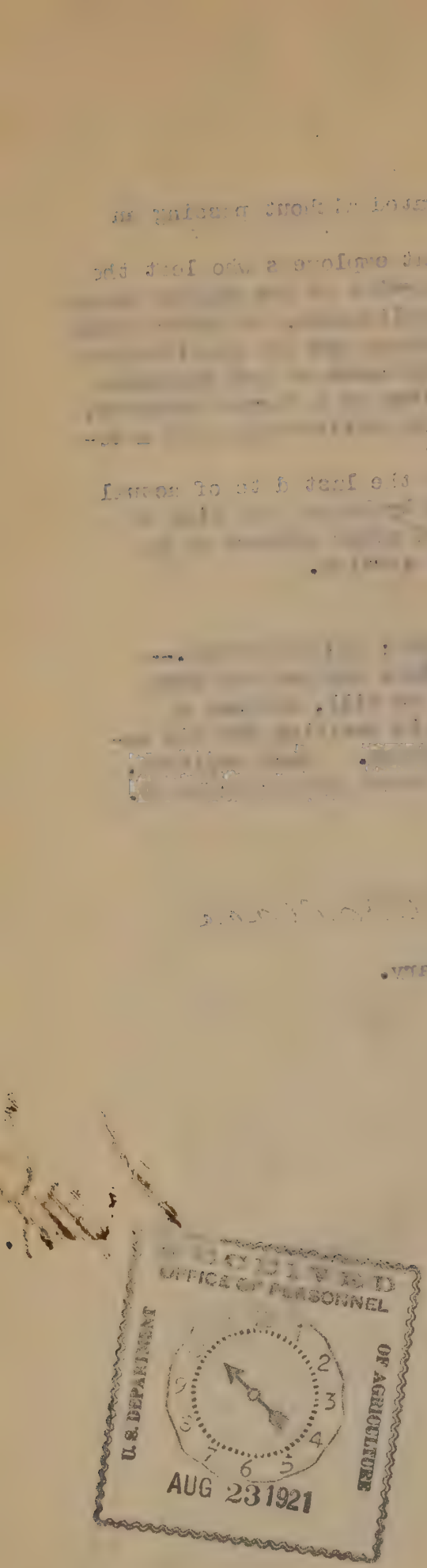
Recommendations for reinstatement must give the last date of actual service rendered by the applicant, salary received by him at the time of separation, also the number, relationship, etc., of other members of his family (if any) who are employed in the Government service.

138. APPOINTMENT TERMINATED WITHOUT PREJUDICE; REINSTATEMENT.-- When an employee has been absent for more than 60 days and has not been granted leave for the period in excess of 60 days, he will, without a showing from him, be considered to have abandoned his position and his appointment may be forthwith terminated without prejudice. Such employee, however, will be eligible for reinstatement as set forth in paragraph 20.

Henry A. Wallace

Secretary.

J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AUG 231921

July 25, 1921.

FILE
P. L GLADMON.

MEMORANDUM FOR MR. ZAPPONE.

Dear Mr. Zappone:

It will be necessary to amend paragraphs 20 and 138 of the Administrative Regulations in accordance with Circular No. 76, referring to the Executive Order of June 25, 1921, amending the Civil Service rules regarding reinstatement. Paragraph 20 was amended by Memorandum No. 304, dated March 3, 1920, but subsequently, an Executive Order of November 13, 1920, changed the date of eligibility for reinstatement from November 28, 1919, to July 18, 1918, and it is suggested that the paragraph as amended read somewhat as follows:

> "20. Reinstatement.- A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he served at the time of his separation, upon certificate of the Civil Service Commission, subject to the following limitations: Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. When the Commission and the appointing officer are in agreement that the public interest requires such unusual action, the Commission may authorize waiver of the one year limit herein prescribed under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and five years where service has been five years or more. This limitation shall not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an Army nurse of either war, who separated from the competitive classified service before July 18, 1918, who may be reinstated in the department from which separated without time limit. If separated after July 18, 1918, reinstatement may be made within five years from the date of separation. A soldier, sailor,

FILE
P. L. CLAUDON

motion from a competitive position, may be reinstated in
of his separation, upon certificate of the Civil Service
in five years from the date of separation.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

marine, or Army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought. The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of cessation of her husband's military service by death or otherwise without discredit. No person may be reinstated to a position requiring an examination different from that required for the position from which he was separated without passing an appropriate examination.

"Reinstatement is not a right given to a former employee, but it is merely one of the ways by which an appointing officer may fill a vacancy. Reinstatement is a matter of administrative discretion, and is not to be granted unless it is in the interest of the service. Reinstatement will be refused any former employee who resigned with the view of running for office or indulging in a degree of political activity which would have been prohibited had he remained in the service.

"Recommendations for reinstatement must give the last date of actual service rendered by the applicant, salary received by him at the time of separation, also the number, relationship, etc., of other members of his family (if any) who are employed in the Government service."

I suggest the following change in paragraph 138:

"138. Appointment Terminated Without Prejudice: Reinstatement.- When an employee has been absent for more than 60 days and has not been granted leave for the period in excess of 60 days, he will, without a showing from him, be considered to have abandoned his position and his appointment may be forthwith terminated without prejudice. Such employee, however, will be eligible for reinstatement as set forth in paragraph 20 amended.

Very truly yours,

P L Gladmon

Chief Personnel Officer.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

August 22, 1921.

MEMORANDUM NO. 344.

Amendments to the Administrative Regulations
in regard to Reinstatement.

In accordance with Executive Order dated June 25, 1921, amending Rule IX of the Civil Service Rules, paragraphs 20 and 138 of the Administrative Regulations of this Department are hereby amended to read as follows:

20. REINSTATEMENT.--A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he served at the time of his separation, upon certificate of the Civil Service Commission, subject to the following limitations: Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. When the Commission and the appointing officer are in agreement that the public interest requires such unusual action, the Commission may authorize waiver of the one year limit herein prescribed under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and five years where service has been five years or more. This limitation shall not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an Army nurse of either war, separated from the competitive classified service before July 18, 1918, who may be reinstated in the department from which separated without time limit. If separated after July 18, 1918, reinstatement may be made within five years from the date of separation. A soldier, sailor, marine, or Army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought. The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of cessation of her husband's military service by death or otherwise without discredit. No person may be reinstated to a position requiring an examination different from that

required for the position from which he was separated without passing an appropriate examination.

It is required by law that former Government employees who left the service of the Department to enter the military service of the United States in the war with Germany shall be reinstated, on application, to their former positions if they have received an honorable discharge and are qualified to perform the duties of the position. Except in the cases of the employees referred to above, reinstatement is not a right given to a former employee, but is merely one of the ways by which an appointing officer may fill a vacancy.

Recommendations for reinstatement must give the last date of actual service rendered by the applicant, salary received by him at the time of separation, also the number, relationship, etc., of other members of his family (if any) who are employed in the Government service.

138. APPOINTMENT TERMINATED WITHOUT PREJUDICE: REINSTATEMENT.--When an employee has been absent for more than 60 days and has not been granted leave for the period in excess of 60 days, he will, without a showing from him, be considered to have abandoned his position and his appointment may be forthwith terminated without prejudice. Such employee, however, will be eligible for reinstatement as set forth in paragraph 20.

Henry A. Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

AUG 12 1920

Dear Mr. Jump:

I have examined the accompanying proposed amendments to the Administrative Regulations with regard to reinstatement and find the same to be in proper form so far as any legal question is involved with the possible exception of the second section of paragraph 20.

The Act of July 11, 1919 (41 Stat., 142), provides:

> That all former Government employees who entered the military or naval service of the United States in the war with the German Government shall be reinstated, on application, to their former positions if they have received an honorable discharge and are qualified to perform the duties of the position.

The Attorney General construing this law on April 22, 1920 (32 Op. Atty. Gen. 176), held:

> Since the law does not fix the time in which application for reinstatement must be made, such application must be made within a reasonable time after the applicant is discharged. What constitutes a reasonable time is a question of fact depending upon the peculiar circumstances of each case.

The Attorney General had held in a previous decision (31 Op. Atty. Gen. 454), in construing the first reinstatement Act of February 25, 1919 (40 Stat., 1164), which is similar to the provisions of the Act of July 11, 1919, above quoted, that the provisions of the Act were mandatory and that the ex-employee must be reinstated if there is work which he is qualified to perform although his former position is being satisfactorily filled by another.

The Executive Order of November 13, 1920 (No. 3353), provides that:

> A soldier, sailor, marine or army nurse of the war with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of

honorable cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought. ***

Taking the two opinions of the Attorney General and the Executive Order of the President together they have the effect, I believe, of requiring: first, that an honorably discharged soldier must be reappointed to his former position if the work is still being carried on; second, the Executive Order of the President defines five years as being a reasonable time. It therefore follows that as to veterans of the war, reinstatement under the conditions noted is a right and I therefore suggest that the second paragraph be amended to read as follows:

It is required by law that former Government employees who left the service of the Department to enter the military service of the United States in the war with Germany shall be reinstated, on application, to their former positions if they have received an honorable discharge and are qualified to perform the duties of the position. Except in the cases of the employees referred to above, reinstatement is not a right given to a former employee, but is merely one of the ways by which an appointing officer may fill a vacancy. ***

Solicitor.

Encl.

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

August 5, 1921.

Dear Mr. Jump:

You will find all new matter in the attached amendments bracketed, and the old matter on typewritten slips and that inserted in pencil.

Respectfully,

A. J. Lapsley

The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for such certificate; but

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July , 1921.

MEMORANDUM No.

Amendments to the Administrative Regulations
in regard to Reinstatement.

In accordance with Executive Order dated June 25, 1921, amending Rule IX of the Civil Service Rules, paragraphs 20 and 138 of the Administrative Regulations of this Department are hereby amended to read as follows:

20. REINSTATEMENT.- A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he served at the time of his separation, upon certificate of the Civil Service Commission, subject to the following limitations: Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. When the Commission and the appointing officer are in agreement that the public interest requires such unusual action, the Commission may authorize waiver of the one year limit herein prescribed under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and five years where service has been five years or more. This limitation shall not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an Army nurse of either war, who separated from the competitive classified service before July 18, 1918, who may be reinstated in the department from which separated without time limit. If separated after July 18, 1918, reinstatement may be made within five years from the date of separation. A soldier, sailor, marine, or Army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought. The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any

part of the competitive classified service within five years from the date of cessation of her husband's military service by death or otherwise without discredit. No person may be reinstated to a position requiring an examination different from that required for the position from which he was separated without passing an appropriate examination.

Reinstatement is not a right given to a former employee, but it is merely one of the ways by which an appointing officer may fill a vacancy. Reinstatement is a matter of administrative discretion, and is not to be granted unless it is in the interest of the service. Reinstatement will be refused any former employee who resigned with the view of running for office or indulging in a degree of political activity which would have been prohibited had he remained in the service.

Recommendations for reinstatement must give the last date of actual service rendered by the applicant, salary received by him at the time of separation, also the number, relationship, etc., of other members of his family (if any) who are employed in the Government service.

138. APPOINTMENT TERMINATED WITHOUT PREJUDICE; REINSTATEMENT.- When an employee has been absent for more than 60 days and has not been granted leave for the period in excess of 60 days, he will, without a showing from him, be considered to have abandoned his position and his appointment may be forthwith terminated without prejudice. Such employee, however, will be eligible for reinstatement as set forth in paragraph 20.

Secretary.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

July 28, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

On July 25, 1921, the President issued Executive Order amending the Civil Service Rules in regard to reinstatement in the Government service. This makes it necessary to amend paragraphs 20 and 138 of the Administrative Regulations of the department in order to comply with same. The Advisory Committee on Finance and Business Methods has therefore prepared the attached memorandum for your consideration and approval, and its promulgation is earnestly recommended.

Very respectfully,

A. Gapponi

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August / , 1921.

MEMORANDUM NO.

Amendments to the Administrative Regulations
in regard to Reinstatement.

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Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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August 27, 1921.

MEMORANDUM No. 345.

Amendment to the Travel Regulations.

Paragraph 9 of the Travel Regulations of the Department is hereby amended to read as follows:

9. INDORSEMENT OF AND PAYMENT FOR TELEGRAMS; IDENTIFICATION CARDS.- All official telegrams should be sent either "paid" or "collect," and be indorsed, "U. S. Official Business, Government Rate."

Telegrams from an employee in travel status to any point other than Washington, D. C., or his field headquarters, if a charge account is maintained at such field headquarters, and all telegrams reserving hotel accommodations must be sent "paid" at Government rate and the cost thereof claimed by the employee in his personal reimbursement account, supported by a copy of the message.

Telegrams from field headquarters where charge accounts are maintained to any point other than Washington, D. C., should be indorsed "Paid, Government rate. Charge local office, Bureau of ....., Department of Agriculture."

Telegrams from or to field headquarters where charge accounts are not maintained (except telegrams to Washington, D.C.) should be sent "paid" at Government rate and the cost thereof claimed by the employee in his personal reimbursement account.

Telegrams from an employee in travel status to Washington, D.C., or to his field headquarters if a charge account is maintained at such field headquarters, should be sent "collect" at Government rate.

Unofficial telegrams from bureau officials to employees or other persons should be sent "collect" at commercial rates, due consideration being given to the importance of the message so that addressee may secure the advantage of deferred service rates.

Identification cards for official use may be obtained upon application through the Chief of bureau, to the Chief Clerk of the Department.

/ Henry C. Wallace

Secretary.

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United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

August 25, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In preparing the Travel Regulations of the Department it was the thought of the Advisory Committee on Finance and Business Methods to include therein only regulations pertaining strictly to travel. It develops however, in connection with the dispatch of telegrams, that employees in charge of field stations have misconstrued this paragraph and considerable confusion has resulted. The Committee is therefore of the opinion that an amendment to paragraph 9 is desirable, in which the procedure for handling all classes of telegrams is prescribed. It is realized that the suggested amendment is not confined strictly to travel but in order to obviate further difficulty it seems essential in this particular instance to include in the Travel Regulations a paragraph which, in a measure, covers station expenses.

A proposed memorandum on the subject, amending paragraph 9 of the Travel Regulations, has been prepared and is attached hereto for your consideration. Your approval of same is recommended.

Very respectfully,

A. G. Pappone

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosure.

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August 29, 1921.

FILE
P. L. GLADMON.

Memo No. 346

Cooperation with Bureau of the Budget.

Each bureau of the Department has been furnished with a set, Nos. 1 to 24, inclusive, of Executive Orders and circulars issued by the Director of the Bureau of the Budget. Subsequent to number 24 these circulars will be sent to you by the Chief Clerk of the Department as they appear.

At present the Director of the Bureau of the Budget is operating in four important business fields:

1. The Budget;
2. Purchase and sale of property;
3. Buildings, owned and leased;
4. Public printing.

Inquiries with reference to matters pertaining to the budget and estimates of appropriation should be addressed to the Assistant Secretary. Inquiries in regard to the buildings matters and, for the present, sales and purchase matters, should be addressed to the Chief Clerk of the Department. Inquiries with regard to public printing should be addressed to Mr. Harlan Smith, Director of Information.

The importance of careful study and faithful observance of Executive Orders and circulars issued by the Director of the Bureau of the Budget cannot be overestimated. Full cooperation will be given by the Department in all matters in which the Bureau of the Budget is interested. The chief of each bureau is requested to give careful attention to all orders and circulars pertaining to the work of the Bureau of the Budget. Their requirements should be studied and machinery established to see that action is promptly taken wherever necessary.

Will you please acknowledge the receipt of this communication.

Henry C. Wallace

Secretary.

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AUG 30 1921

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 27, 1921.

Memo No.

Cooperation with Bureau of the Budget.

~~CHIEFS OF BUREAUS, DIVISIONS AND OFFICES.~~

~~You have~~ Each bureau of the Dept has been furnished with a set, Nos. 1 to 24, inclusive, of Executive Orders and circulars issued by the Director of the Bureau of the Budget. Subsequent to number 24 these circulars will be sent to you by the Chief Clerk of the Department as they appear.

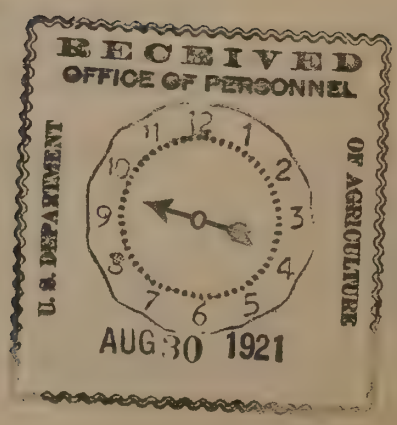
At present the Director of the Bureau of the Budget is operating in four important business fields:

1. The Budget;
2. Purchase and sale of property;
3. Public printing;
4. Buildings, owned and leased;

Inquiries with reference to matters pertaining to the budget and estimates of appropriation should be addressed to the Assistant Secretary. Inquiries in regard to the ~~purchase and sale of property~~ buildings matters and, for the present, should ~~for the present~~ be addressed to the Chief Clerk of the Department. Inquiries with regard to public printing should be addressed to Mr. Harlan Smith, Director of Information. ~~Pending the receipt of further information from the Director of the Budget with regard to buildings inquiries on this subject should be held in abeyance.~~

The importance of ~~immediate and~~ careful study and faithful observance of Executive Orders and circulars issued by the Director of the Bureau of the Budget cannot be over estimated. ~~It is desired that~~ The chief of each bureau or

Full cooperation will be given by the Dept in all matters in which the Bureau of the Budget is interested.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OF AGRICULTURE
AUG 30 1921

~~a responsible officer designated by him~~ give ~~personal~~ attention to ~~these~~ orders and circulars, ~~study~~ their requirements ~~carefully~~ and ~~when action is necessary see that it is promptly taken.~~

Secretary.

is requested & careful all should be studied

pertaining & the work of the Bur of the Budget

machinery established to see that action is promptly taken wherever necessary.

Will you please acknowledge the receipt of this communication.

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U. S. DEPARTMENT OF AGRICULTURE
AUG 30 1921

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

August 27, 1921.

Dear Mr.Jump:

Since the distribution of Circulars 1-24 Bureau of the Budget to Chiefs of Bureaus, Divisions and Offices, inquiries have been coming in as to the proper officer with whom to take up questions suggested by the circulars. In the Secretary's circular on the subject, which we discussed this morning, I think it would be well to define the four fields in which the Director of the Budget is operating or about to operate and direct inquiries to be made of Dr. Ball, Mr.Harlan Smith and myself according to subject. I enclose for your consideration a rough draft of a circular to issue from the Secretary's Office on this subject.

Very truly yours,

W M Reese
Chief Clerk.

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U.S. DEPARTMENT OF AGRICULTURE
AUG 30 1921

September 13, 1921.

MEMORANDUM FOR THE SECRETARY:

Receipt is acknowledged of Memorandum No. 346 of August 29, regarding cooperation with the Bureau of the Budget. Please be assured that this office will cooperate in every way possible with the Bureau of the Budget.

Chief Clerk.

September 13, 1861.

UNITED STATES DEPARTMENT OF AGRICULTURE

FEDERAL HORTICULTURAL BOARD

WASHINGTON, D. C.

September 1, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Referring to your Memorandum No. 346 relative to co-operation with the Bureau of the Budget, please be assured that the Federal Horticultural Board will make every effort to facilitate the work of that bureau.

Yours very truly,

Acting Chairman of Board.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

September 1, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

As requested, I wish to acknowledge receipt of several copies of your Memorandum No. 346, "Cooperation with Bureau of the Budget," dated August 29, 1921. Every effort will be made to comply with its requirements.

Respectfully,

E. W. Nelson

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C.

September 1, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I have your memorandum (No. 346) of August 29 relative to the set (Nos. 1 to 24) of Executive Orders and circulars issued by the Director of the Bureau of the Budget and subsequent numbers which will be distributed by the Chief Clerk of the Department. The requirements covered by these orders and circulars will receive our very careful attention and a definite procedure established for prompt action as occasion arises.

Very truly yours,

Walter H. Evans

Acting Director.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

September 1, 1921.

The Secretary:

This is to acknowledge receipt, as directed, of Memorandum No. 346, entitled "Cooperation with Bureau of the Budget".

The directions in this memorandum will be faithfully complied with by this office.

Respectfully,

Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.

September 1, 1921.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

I beg to acknowledge receipt of Memorandum 346 "Cooperation with Bureau of the Budget". This Bureau will give careful attention to all orders and circulars pertaining to the work of the Bureau of the Budget. Their requirements will be studied and the proper steps will be taken to see that prompt action is taken whenever necessary.

Respectfully,

A. L. Quaintance

Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD
WASHINGTON, D. C.

ADDRESS ALL CORRESPONDENCE TO THE INSECTICIDE AND FUNGICIDE BOARD.

JLM-m

In reply refer to

September 1, 1921.

MEMORANDUM FOR THE SECRETARY:

The Board is in receipt of Memorandum No. 346 on the subject of Cooperation with Bureau of the Budget. We realize the importance of this matter and will be pleased to follow out your instructions.

Very respectfully,

J. L. Monarch

Executive Officer.

SEP

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

L

FORAGE-CROP INVESTIGATIONS

September 1, 1921.

Hon. Henry C. Wallace,

Secretary.

Dear Mr. Secretary:

This is to acknowledge receipt of memorandum No. 346 from your office referring to cooperation with the Bureau of the Budget. The matter will receive our careful attention.

Very truly yours,

C. V. Piper

Agrostologist in Charge.

MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

CCC/ET C-

September 1, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

This is to acknowledge receipt as directed therein of Memorandum 346, entitled "Cooperation with Bureau of the Budget." This Bureau will do its best to study carefully and observe faithfully all executive orders and circulars issued by the Director of the Bureau of the Budget and to further in every way the ends desired.

Respectfully,

Acting Chief of Bureau.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

September 1, 1921.

MEMORANDUM FOR THE SECRETARY:

Dear Mr. Secretary:

I am today in receipt of your memorandum No. 346, under date of August 29, 1921, calling for full cooperation with the Bureau of the Budget. All orders and circulars pertaining to the work of the Bureau of the Budget will be studied and complied with by the Office of Inspection.

Very respectfully,

Acting Inspector in Charge.

R.
S.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF SOILS,
WASHINGTON, D. C.

ADDRESS ALL COMMUNICATIONS TO
"CHIEF, BUREAU OF SOILS."

September 1, 1921.

Hon. Henry C. Wallace, Secretary,
Department of Agriculture.

Sir:

I beg to acknowledge receipt of Memorandum No. 346, Cooperation with Bureau of the Budget, dated August 2[illegible], 1921.

Very respectfully,

Milton Whitney

Chief of Bureau

OFFICE OF THE SECRETARY
U.S. DEPARTMENT OF AGRICULTURE
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SEP 3

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 2, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Receipt is acknowledged of your memorandum No. 346 regarding cooperation with the Bureau of the Budget. The memorandum was carefully noted and will be complied with.

Sincerely yours,

Director of Information.

OFFICE OF THE SECRETARY
RECEIVED
U.S. DEPARTMENT OF AGRICULTURE
SEP 3 1941

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF CHEMISTRY

WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

September 3, 1921.

THE SECRETARY OF AGRICULTURE:

Receipt is acknowledged of Memorandum No. 346 dealing with cooperation with the Bureau of the Budget.

Respectfully,

L. K. Phelps.
Chemist in Charge,
Food Control Laboratory.

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU
Office of the Chief
WASHINGTON

September 3, 1921.

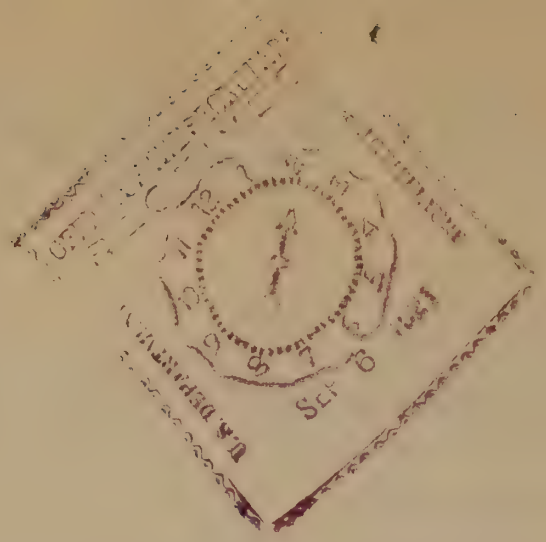
MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Receipt is acknowledged of your memorandum No. 346, dated August 29, 1921, concerning cooperation with the Director of the Budget. It has been carefully noted and its requirements will be carried out.

Very truly yours,

C. C. Clark,
Acting Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF CHEMISTRY

WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

SEP 6 - 1921

THE SECRETARY:

This will acknowledge receipt of your Memorandum No. 346 relative to Cooperation with the Bureau of the Budget. The orders and circulars issued by the Director of the Bureau of the Budget will certainly receive our careful consideration as we are in hearty sympathy with any move that can be made looking toward a business-like and efficient administration.

Respectfully,

C. G. Campbell

Acting Chief.

OFFICE OF THE SECRETARY
RECEIVED
U.S. DEPARTMENT OF AGRICULTURE

United States Department of Agriculture,
Bureau of Plant Industry.

Office of Associate Chief of Bureau.

Washington, D. C., Sept. 6, 1921.

Hon. Henry C. Wallace,

Secretary of Agriculture.

Dear Mr. Secretary:

Your Memorandum dated August 29, relative to cooperating with the Bureau of the Budget, has been received and carefully noted, and this Bureau will fully comply with the instructions contained therein.

Very truly yours,

W. A. Taylor

Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND REFER TO:
O
Finance
Budget

September 6, 1921.

The Secretary of Agriculture.

Sir:

Acknowledgment is hereby made of the receipt of Memorandum $346 of August 29, "Cooperation with Bureau of the Budget."

Very respectfully,

W B Greeley

Forester.

OFFICE OF THE SECRETARY
RECEIVED
AGRICULTURE
SEP

UNITED STATES DEPARTMENT OF AGRICULTURE
FIXED NITROGEN RESEARCH LABORATORY
WASHINGTON, D. C. HMF/lr

BUSINESS OFFICE

September 6th, 1921

The Honorable,

The Secretary of Agriculture.

Sir:-

Memorandum #346, dated August 29th, 1921, subject "Cooperation with Bureau of the Budget" was received today. In acknowledging the receipt thereof, we desire to advise that careful attention of all orders and circulars pertaining to the work of the Bureau of the Budget will be given, as well as the fullest cooperation in connection therewith.

Very respectfully,

H. M. Frampton,
Business Manager

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
C

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

September 8, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

We are in receipt of Department Memorandum No. 346, dated August 29, 1921, regarding the Department's cooperation with the Bureau of the Budget.

Each Executive Order and circular issued by the Director of the Bureau of the Budget will be carefully scrutinized and every effort made to cooperate with them to the fullest extent.

Very sincerely yours,

Jno. L. Cobbs Jr.

John L. Cobbs, Jr.,
Chief of Division.

UNITED STATES DEPARTMENT OF AGRICULTURE.

BUREAU OF PUBLIC ROADS.

WASHINGTON, D. C.

IN YOUR REPLY PLEASE

REFER TO FILE No. C-1

September 10, 1921.

Memorandum for Mr. Jump.

Dear Mr. Jump:

This will acknowledge receipt of Memorandum No. 346, "Co-operation with Bureau of the Budget."

Careful attention is given by this Bureau to all orders and circulars issued by the Bureau of the Budget, and the necessary action promptly taken for compliance therewith.

Very truly yours,

C D Curtis

Assistant to the Chief.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

DISTRICT NO. 2

IN YOUR REPLY PLEASE

REFER TO FILE No.------

886 MILLS BUILDING
SAN FRANCISCO, CALIFORNIA

September 14, 1921.

The Honorable,
The Secretary of Agriculture,
Washington, D. C.

Through Channels.

Sir:

Receipt is acknowledged of The Secretary's Memorandum No. 346 dated August 29, 1921, "Cooperation with Bureau of the Budget."

Respectfully,

C. H. Swick

District Engineer.

DEC 20 1921
Office of the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

September 9, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Receipt is hereby acknowledged of Memorandum No. 346 dated August 29, 1921, regarding cooperation with the Bureau of the Budget.

Very respectfully,

Chief Personnel Officer.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

September 13, 1921.

MEMORANDUM FOR MR. W.A.JUMP.

Receipt is acknowledged of the Secretary's memorandum No. 346 of August 29 in regard to cooperation with the Bureau of the Budget.

Specialist in Charge of Transportation.

U.S. DEPARTMENT
OFFICE OF THE SECRETARY
RECEIVED
SEP 1 2 1941

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

September 13, 1921.

MEMORANDUM FOR THE SECRETARY:

Receipt is acknowledged of Memorandum No. 346 of August 29, regarding cooperation with the Bureau of the Budget. Please be assured that this office will co-operate in every way possible with the Bureau of the Budget.

Chief Clerk.

UNITED STATES DEPARTMENT OF AGRICULTURE

FARM MANAGEMENT AND FARM ECONOMICS

WASHINGTON, D. C.

September 14, 1921.

To the Honorable,

The Secretary of Agriculture.

Sir:

We beg to acknowledge receipt of Memorandum No. 346, dated August 29, relative to Cooperation with the Bureau of the Budget, and assure you that this office will endeavor to cooperate to the fullest possible extent in furnishing information requested by the Bureau of the Budget.

Very truly yours,

G. W. Forster, Jr.

Acting Chief.

B

UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON, D. C.

In your reply please refer to Number

20 September 1921.

Memorandum for the Office of the Secretary:

Receipt is acknowledged of the Secretary's Memorandum No. 346 in regard to cooperation with the Bureau of the Budget. Full cooperation will be given by the Library in all matters in which the Bureau of the Budget is interested.

C. R. Barnett

Librarian.

ES-

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

September 22, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

This is to acknowledge receipt of Memorandum No. 346, dated August 29, 1921, on the subject of cooperation with Bureau of the Budget. This memorandum has been noted and all orders and circulars received pertaining to the work of the Bureau of the Budget will have my careful attention.

Very respectfully,

A Gappone
Chief of Division.

RECEIVED
TIME 3 1.5
SEP 22 1921
Office of the Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILED
★ OCT 16 1936
Please return to the Secretary's File Room

September 20, 1921.

FILE
W. L. SLADMON.

MEMORANDUM NO. 347.

Consolidation of Extension Offices in the States Relations Service.

Referring to Memorandum No. 140, dated June 8, 1915, on the organization of States Relations Service, it is hereby ordered that the Office of Extension Work in the South and the Office of Extension Work in the North and West be combined in one Office within the States Relations Service, to be known as the Office of Extension Work. This Office will deal with the farmers' cooperative demonstration work and the Smith-Lever agricultural work in the 48 States.

This order shall become effective on October 1, 1921.

Henry C. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILE
★ OCT 19 1926
Please return to
the Secretary's File Room

September 19, 1921.

FILE
P. L. GLAUMON.

MEMORANDUM NO. 348.

Telephone Service.

The attention of Chiefs of bureaus, divisions and offices, is called to circular 33 of the Bureau of the Budget, copies of which have been distributed to all branches of the Department.

The reports called for in paragraph 2 will be attended to by the Chief Clerk of the Department.

The regulations embodied in paragraph 3 must be observed in all parts of the Department of Agriculture. All administrative officers are directed to give them careful attention and to see that the requirements of the Bureau of the Budget with regard to telephone service are strictly observed.

Henry C. Wallace
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Circular No. 33.

Copies of all Bureau of the Budget circulars are sent you for your information.

When action by you is required specific instructions will be given.

R. M. REESE,
Chief Clerk.

TREASURY DEPARTMENT
Bureau of the Budget.
WASHINGTON

September 15, 1921.

TELEPHONE SERVICE

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS:

1. In order to conserve the expenditure of public funds for telephone service, the head of each Department and Establishment is requested to make immediately a complete survey of all telephone equipment now in use with a view to the elimination of telephones that are not absolutely essential to the transaction of public business.

2. The head of each Department and Establishment is further requested to submit to the Director of the Bureau of the Budget the following reports:

(a) Not later than October 15, 1921, a statement showing how many switchboards are under his respective supervision, together with the trunk line numbers thereof and the location of the same; and whether any building under his respective jurisdiction houses all or a portion of any other Department or Establishment which makes use of telephones not connected with the local switchboard.

(b) Not later than October 15, 1921, a statement showing in detail the number of telephones in use August 31, 1921, and September 30, 1921, and the expenditures therefor for said months.

(c) On or before the 15th day of each month a similar statement showing in detail the number of telephones in use on the last day of the preceding month and the expenditures therefor for said month.

3. The head of each Department and Establishment is further requested hereafter to enforce the following regulations:

(a) No changes in telephone equipment shall be made except when absolutely necessary for the conduct of public business.

(b) No expenditure shall be made for installation, service connection, change of location, directory, circuit, or switchboard charges, except after a thorough consideration of the need for the same.

(c) Telephone accounts shall be carefully checked each months as regards the number of instruments, calls, extension stations, disconnected stations, new stations, and removals and changes of location.

(d) The number of personal calls shall be restricted to the minimum. The records seem to indicate a great increase in the use of the service in this respect.

(e) With reference to the matter of removals or changes of locations, telephones shall be installed in a manner that the wiring between the bell box and the instrument shall not pass through an opening in any part of a desk or table.

(f) With reference to the matter of the removal of officials from one office to another, involving the removal or installation of telephones, old telephone numbers shall be retained only when absolutely necessary, and when such retention is desired the Telephone Company shall be requested to make the change in the terminal room in the building containing the office concerned.

CHARLES G. DAWES,

Director of the
Bureau of the Budget.

September 19, 1921.

MEMORANDUM NO._____

TELEPHONE SERVICE.

The attention of chiefs of bureaus, divisions and offices, is called to circular 33 of the Bureau of the Budget, copies of which have been distributed ~~by the Chief Clerk~~ to all branches of the Dept.

The reports called for in paragraph 2 will be attended to by the Chief Clerk of the Department.

The regulations embodied in paragraph 3 must be observed in all parts of the Department of Agriculture.

All administrative officers are directed to give them careful attention and to see that the requirements of the Bureau of the Budget with regard to telephone service are strictly observed.

Henry C. Wallace
Secretary.

FILE
★ OCT 16 1936
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

September 23, 1921.

MEMORANDUM NO. 349.

EXPENDITURES IN JUNE.

Reference is made to paragraph 37 of the Fiscal Regulations.

The Director of the Bureau of the Budget by circular No. 28 of that bureau has called for an examination in this Department of the purchases and contracts made in the month of June 1921 sufficient to show whether or not there has been any abuse of the discretion given purchasing officers. Upon an analysis of the purchases made by the various bureaus by months throughout the fiscal year 1921 it is apparent that during the month of June a tendency is shown in some bureaus to increase the amount of purchases. The Director states that the appropriations to a given department in any fiscal year do not necessarily represent the minimum expenditures for that year, in other words, that balances of appropriations available towards the close of a fiscal year need not and should not be expended merely for the purpose of exhausting them.

Your attention is called to this matter and you are requested to have such careful consideration given to all purchases made towards the close of the fiscal year as to satisfy yourself that they are

really essential to the proper conduct of the work of the Department and are not made merely because a balance happens to be available.

Henry A. Wallace

Secretary.

ACT TO AUTHORIZING AN EXCHANGE OF LANDS BY A. A. BRUCE, OF LA VETA, COLORADO, APPROVED FEBRUARY 27, 1921, PUBLIC No. 333.

That upon the transfer by A. A. Bruce to the United States of title to the following-described lands: Commencing at a point 1,920 feet south and 30 feet west of the northeast corner of the southeast quarter of section 20, township 29 south, range 68 west, of the sixth principal meridian; thence west 843 feet; thence south 720 feet; thence east 80-1/2 feet; thence in a northeasterly direction 715 feet, variation 50 degrees; thence northeast 48 feet, variation 10 degrees; thence northeast 309 feet, variation 50 degrees; all in the east half of section 20, township 29 south, range 68 west, of the sixth principal meridian, in Huerfano County, Colorado, containing approximately eight acres, the Secretary of the Interior is authorized, upon approval of the Secretary of Agriculture, to issue a patent to A.A. Bruce for the southwest quarter of the southeast quarter of section six; the northwest quarter of the northeast quarter, the northeast quarter of the northwest quarter, and lot one of section seven, township 30 south, range 68 west of the sixth principal meridian: Provided, That the patent issued shall reserve to the United States, or its grantees, or lessees, all coal, oil, or other mineral deposits in the land patented as well as the right to prospect for, mine, and remove the same: Provided further, That the survey of the tract to be deeded to the United States shall be made at Government expense under the direction of the United States surveyor general.

ACT AUTHORIZING THE EXCHANGE OF LANDS WITHIN THE MONTEZUMA NATIONAL FOREST IN COLORADO, APPROVED FEBRUARY 27, 1921, PUBLIC No. 335.

That the Secretary of the Interior be, and hereby is, authorized in his discretion to accept on behalf of the United States title to any land free and clear of all incumbrances within the Montezuma National Forest, or within section 23, township 37 north, range 14 west, New Mexico principal meridian, within the State of Colorado, which in the opinion of the Secretary of Agriculture are chiefly valuable for national forest purposes, or for the protection of stream flow, and in exchange therefor may issue patent for not to exceed an equal value of such national forest land, or to exchange timber within the said national forest, as may be determined by the Secretary of Agriculture to be of approximately equal value and acceptable to the owner or owners as fair compensation, considering any reservations which either the grantor or the Government may make of timber, minerals, or easements. Timber given by the Government in such exchanges shall be cut and removed under the direction and supervision and in accordance with the requirements of the Secretary of Agriculture. All lands conveyed by the United States under this Act shall, upon acceptance thereof, become a part of the Montezuma National Forest and subject to all laws affecting national forests.

ACT MAKING APPROPRIATIONS FOR THE SERVICE OF THE POST OFFICE DEPARTMENT, APPROVED MARCH 1, 1921, PUBLIC No. 337.

LOANS OF TRACTORS TO STATES.

Sec. 2. That the Secretary of War be, and he is hereby, authorized and empowered, at his discretion, and under such rules and regulations as he may prescribe, to loan to any State of the Union, when so requested by the highway department of the State, such tractors as are retained and not distributed under the Act approved March 15, 1920, for use in highway construction by the highway department of such State: Provided, That all expenses for repairs and upkeep of tractors so loaned and the expenses of loading and freight shall be paid by the State, both in transfer to the State and the return to the Army. (page 7)

ACT MAKING APPROPRIATIONS TO SUPPLY DEFICIENCIES, APPROVED MARCH 1, 1921, PUBLIC No. 338.

ADDITIONAL APPROPRIATION FOR FIGHTING AND PREVENTING FOREST FIRES.

For fighting and preventing forest fires endangering the national forests, $725,000. (page 24)

EMERGENCY EXPENDITURES FOR OLYMPIC NATIONAL FOREST.

For emergency expenditures incident to the disposal of wind-thrown and intermingled or adjoining timber on the Olympic National Forest and for emergency measures necessary to protect from fire the timber on the Olympic National Forest, including the repair and construction of roads, fire lines, trails, telephone lines, or other means of communication, through or along the boundaries of the area or areas of blown-down timber on the north and west sides of said national forest, and for the employment of extra guards and patrolmen as may be found necessary by the Secretary of Agriculture, $100,000. (page 24)

ADDITIONAL APPROPRIATION FOR PREVENTING SPREAD OF MOTHS.

To enable the Secretary of Agriculture to meet the emergency caused by the continued spread of the gypsy moth in New England and the discovery of a large colony in the State of New Jersey, and smaller colonies in the States of New York and Pennsylvania, and to provide means for the control and prevention of spread of this insect in the States concerned or elsewhere in the United States, in cooperation with the States concerned, including the employment of persons and means in the city of Washington and elsewhere, and all other necessary expenses, $225,000. (page 24)

ADDITIONAL APPROPRIATION FOR COMPLETION OF WOOL WORK.

To enable the Bureau of Markets to complete the work of the domestic wool section of the War Industries Board and to enforce the Government regulations for handling the wool clip of 1918 as established by the Wool Division of said board, pursuant to the Executive order dated December 31, 1918, transferring such work to the said bureau, $8,000. (page 24)

ADDITIONAL APPROPRIATION FOR ERADICATION OF PINK BOLLWORM.

For an additional amount to enable the Secretary of Agriculture to meet the emergency caused by the existence of the pink bollworm in Texas and Louisiana, to conduct surveys and inspections in these or in any other State to detect any infestation, and to conduct such control measures, including the establishment of cotton-free areas, in co-operation with the State or States concerned as may be necessary to stamp out such infestation, $85,000: Provided, That no part of the money herein appropriated shall be used to pay the cost or value of crops or other property injured or destroyed. (page 24)

ADDITIONAL APPROPRIATION FOR CENTRAL POWER PLANT.

For an additional amount required to meet the increased cost of fuel for the central power plant of the Department of Agriculture, $10,000. (page 25)

ACT TO AUTHORIZE THE ADDITION OF CERTAIN LANDS TO THE WEISER NATIONAL FOREST, IDAHO, APPROVED MARCH 1, 1921, PUBLIC No. 341.

That any lands within the following-described areas found after examination by the Secretary of Agriculture to be chiefly valuable for the production of timber or the protection of stream flow may, with the approval of the Secretary of the Interior, be included within and made a part of the Weiser National Forest by proclamation of the President, said lands to be thereafter subject to all laws affecting national forests:

Sections 6, 7, 18, 30, and 31, township fourteen north, range 4 west; sections 1, 12, 13, 23, 24, 25, 26 (the south half and the north-east quarter of section 27), sections 34 and 35, township 14 north, range 5 west; sections 1 to 12, inclusive, township 13 north, range 5 west; sections 1 and 2, township 13 north, range 6 west; all of the Boise meridian and base, Idaho.

ACT TO AUTHORIZE THE ADDITION OF CERTAIN LANDS TO THE NEZ PERCE NATIONAL FOREST, IDAHO, APPROVED MARCH 1, 1921, PUBLIC No. 345.

That any lands within the following-described areas found by the Secretary of Agriculture and the Secretary of Interior to be chiefly valuable for the production of timber or the protection of stream flow may be included within and made a part of the Nez Perce National Forest by proclamation of the President, said lands to be thereafter subject to all laws affecting national forests:

North half of township 26 north, range six east; the south half of township 27 north, range six east; the southwest quarter of township 27 north, range seven east; and the northwest quarter of township 26 north, range seven east, Boise meridian.

ACT TO ADD CERTAIN LANDS TO THE TARGHEE NATIONAL FOREST, APPROVED MARCH 1, 1921, PUBLIC No. 347.

That all unappropriated public lands within the following described areas, found by the Secretary of Agriculture to be chiefly valuable for the production of timber or the protection of stream flow, may, with the approval of the Secretary of the Interior, be included within and made a part of the Targhee National Forest, in Idaho, by proclamation of the President, said lands to be thereafter subject to all laws affecting national forests: Sections 1, 2, 3, 4, 9 to 16, inclusive, 21 to 28, inclusive, 34, 35, 36, township 12 north, range 32 east; all township 13 north, range 32 east; all township 13 north, range 33 east; all of the Boise meridian and base: Provided, That the provisions of this Act shall not affect any existing valid adverse claim heretofore initiated.

ACT TO ADD CERTAIN LANDS TO THE LEMHI NATIONAL FOREST, IDAHO, APPROVED MARCH 1, 1921, PUBLIC No. 350.

That all unappropriated public lands within the following-described areas, found by the Secretary of Agriculture to be chiefly valuable for the production of timber or the protection of stream flow, may, with the approval of the Secretary of the Interior, be included within and made a part of the Lemhi National Forest, in Idaho, by proclamation of the President, said lands to be thereafter subject to all laws affecting national forests:

Boise meridian and base: Township two north, range twenty-three east, sections one, two, three, ten, eleven, and twelve. Township two north, range twenty-four east, sections six and seven. Township three north, range twenty-two east, sections thirteen, fourteen, twenty-three, twenty-four, twenty-five, and twenty-six. Township three north, range twenty-three east, sections twelve, thirteen, nineteen; sections twenty-three to thirty, inclusive; sections thirty-four, thirty-five, and thirty-six. Township three north, range twenty-four east, sections one and two; section five, west half; sections six and seven; section eight, west half; sections eleven, twelve, thirteen, and fourteen; section seventeen, west half; sections eighteen and nineteen; section twenty, west half; section twenty-nine, west half; sections thirty and thirty-one. Township four north, range twenty-four east, sections twelve and thirteen; sections twenty-three to twenty-six, inclusive; sections thirty-one, thirty-five, and thirty-six. Township four north, range twenty-five east, sections one to five, inclusive; sections seven to twelve, inclusive; sections seventeen to twenty, inclusive; sections twenty-nine to thirty-two, inclusive. Township four north, range twenty-eight east, sections two to eleven, inclusive; sections fourteen to twenty-one, inclusive. Township five north, range twenty-four east, sections one to thirty-five, inclusive. Township five north, range twenty-five east, sections four to nine, inclusive; sections seventeen to twenty, inclusive; sections twenty-three to twenty-seven, inclusive; sections thirty-three to thirty-six, inclusive. Township five north, range twenty-six east, sections one, twelve, thirteen, twenty-four, and twenty-five. Township five north, range twenty-seven east, sections three to eleven, inclusive; sections fourteen to thirty,

inclusive. Township five north, range twenty-eight east, sections eleven, fourteen, twenty-three, twenty-five to thirty-six, inclusive. Township six north, range twenty-four east, sections four to nine, inclusive; sections sixteen to thirty-six inclusive. Township six north, range twenty-six east, sections three, four, nine, ten, eleven, thirteen, fourteen, fifteen, twenty-three, twenty-four, and twenty-five; section twenty-six, east half; section thirty-six, all. Township six north, range twenty-seven east, sections nineteen, thirty, thirty-one, and thirty-two. Township seven north, range nineteen east, sections one to four, inclusive; sections ten to twelve, inclusive. Township seven north, range twenty east, sections one, two, ten, eleven, and twelve. Township seven north, range twenty-one east, sections one to twelve, inclusive. Township seven north, range twenty-two east, sections four to eighteen, inclusive; sections twenty-three and twenty-four. Township seven north, range twenty-three east, sections seventeen to twenty-four, inclusive; sections twenty-eight, twenty-nine, thirty, thirty-two, and thirty-three. Township seven north, range twenty-four east, sections thirteen, nineteen, twenty-four, thirty, and thirty-one. Township seven north, range twenty-five east, sections nineteen, twenty, and twenty-one. Township seven north, range twenty-six east, sections twenty, twenty-eight, twenty-nine, thirty-two, and thirty-three. Township eight north, range nineteen east, sections one to five, inclusive; sections eight to seventeen, inclusive; sections twenty to twenty-nine, inclusive; sections thirty-three to thirty-six, inclusive. Township eight north, range twenty east, sections one to twenty-three, inclusive; sections twenty-eight, twenty-nine, thirty, and thirty-one. Township eight north, range twenty-one east, sections twenty-five, twenty-six, twenty-seven; sections thirty-one to thirty-six, inclusive. Township eight north, range twenty-two east, sections thirty and thirty-one. Township eight north, range twenty-three east, sections four, five, and six; section seven, north half; section eight, north half; section nine, all. Township eight north, range twenty-six east, sections one to four, inclusive; sections ten to thirteen, inclusive. Township eight north, range twenty-seven east, sections five to eight, inclusive; sections seventeen to twenty, inclusive; sections twenty-nine, thirty, and thirty-two. Township nine north, range twenty-two east, sections three, four, eleven, thirteen, fourteen, twenty-three, twenty-four, and twenty-five. Township nine north, range twenty-three east, section thirty-one, all. Township nine north, range twenty-four east, sections one to four, inclusive; section twelve, all. Township nine north, range twenty-five east, sections one to seventeen, inclusive; sections twenty-one to twenty-six, inclusive; sections thirty-five and thirty-six. Township nine north, range twenty-six east, section ten, south half; sections fourteen, fifteen, and sixteen; sections nineteen to thirty-six, inclusive. Township nine north, range twenty-seven east, sections thirty, thirty-one, and thirty-two. Township nine north, range twenty-nine east, sections four, five, six, and nine; section ten, south half; section eleven, south half. Township nine north, range thirty east, sections one and twelve. Township nine north, range thirty-one east, sections six, seven, eight, sixteen, seventeen, eighteen, and twenty-one. Township ten north, range twenty-two east, sections five to eight, inclusive; sections sixteen, seventeen, twenty, twenty-one, twenty-eight, twenty-nine, and thirty-three. Township ten north, range twenty-nine east, sections seven, eighteen, nineteen, and twenty; sections twenty-nine to thirty-three,

inclusive. Township ten north, range thirty east, sections one to four, inclusive; sections nine to sixteen, inclusive; sections twenty-one to twenty-eight, inclusive; sections thirty-four, thirty-five, and thirty-six. Township ten north, range thirty-one east, sections nineteen, thirty, and thirty-one. Township eleven north, range twenty-one east, section four, east half; sections thirteen, fourteen, and fifteen; sections twenty-two to twenty-seven, inclusive; sections thirty-four, thirty-five, and thirty-six. Township eleven north, range twenty-two east, section one, all; sections nineteen, twenty-nine, thirty, thirty-one, and thirty-two. Township eleven north, range twenty-three east, sections five and six. Township eleven north, range thirty east, sections five, six, eight, and seventeen; section twenty, east half; sections twenty-one, twenty-seven, twenty-eight, thirty-three, and thirty-four. Township twelve north, range twenty-one east, sections seven and eighteen; section nineteen, east half; section twenty-nine, all; section thirty-two, north half; section thirty-three, all. Township twelve north, range twenty-two east, section thirty-six, all. Township twelve north, range twenty-three east, section thirty-one, all. Township twelve north, range twenty-four east, sections two and eleven. Township twelve north, range twenty-nine east, sections one to four, inclusive; section nine, east half; sections ten to fifteen, inclusive; section twenty-two, east half; sections twenty-three, twenty-four, and twenty-five; section twenty-six, east half; section thirty-six, all. Township twelve north, range thirty east, sections five to eight, inclusive; sections seventeen to twenty, inclusive; sections twenty-nine to thirty-two, inclusive. Township thirteen north, range twenty-four east, sections five, nine, fifteen, twenty-two, twenty-seven, and thirty-five. Township thirteen north, range twenty-nine east, sections twenty-seven to twenty-nine, inclusive; sections thirty-two to thirty-six, inclusive. Township thirteen north, range thirty east, section thirty-one, all. Township fourteen north, range twenty-three east, sections two to five, inclusive; section eight, east half; sections nine, ten, eleven, thirteen, fourteen, and fifteen; section twenty-four, east half. Township fourteen north, range twenty-four east, sections nineteen, twenty, and twenty-nine; section thirty, east half; section thirty-two, all. Township fifteen north, range twenty-two east, sections three, four, five, eight, nine, ten, thirteen, fourteen, fifteen, twenty-three, twenty-four, and twenty-five. Township fifteen north, range twenty-three east, sections eighteen, nineteen, twenty-eight, twenty-nine, thirty, thirty-two, thirty-three, and thirty-four. Township sixteen north, range twenty-two east, sections thirty-two, thirty-three, and thirty-four.

ACT FOR THE PURCHASE OF LAND OCCUPIED BY EXPERIMENT VINEYARDS NEAR FRESNO AND OAKVILLE, CALIFORNIA, APPROVED MARCH 2, 1921, PUBLIC No. 356.

That the Secretary of Agriculture be, and he is hereby, authorized to purchase and acquire the lands occupied by the department's experiment vineyards near Fresno and Oakville, California, now maintained under contracts with the owners of said lands: Provided, That the land purchased for the Fresno vineyards shall not exceed 20 acres at a cost not to exceed $12,000 and for the Oakville vineyard not to exceed 20 acres at a cost not to exceed $15,000.

ACT MAKING APPROPRIATIONS FOR THE DIPLOMATIC AND CONSULAR SERVICE, APPROVED MARCH 2, 1921, PUBLIC No. 357.

INTERNATIONAL INSTITUTE OF AGRICULTURE.

For the payment of the quota of the United States for the support of the International Institute of Agriculture for the calendar year 1922, $8,000;

For salary of the one member of the permanent committee of the International Institute of Agriculture for the calendar year 1922, $5,000;

For the payment of the quota of the United States for the cost of translating into and printing in the English language the publications of the International Institute of Agriculture at Rome, $5,000. (page 7)

ACT MAKING APPROPRIATIONS FOR THE CURRENT AND CONTINGENT EXPENSES OF THE BUREAU OF INDIAN AFFAIRS, APPROVED MARCH 3, 1921, PUBLIC No. 359.

SUPPRESSING CONTAGIOUS DISEASES AMONG LIVE STOCK OF INDIANS.

For reimbursing Indians for live stock which may be hereafter destroyed on account of being infected with dourine or other contagious diseases, and for expenses in connection with the work of eradicating and preventing such diseases, to be expended under such rules and regulations as the Secretary of the Interior may prescribe, $20,000. (page 7)

ACT MAKING APPROPRIATIONS FOR THE LEGISLATIVE, EXECUTIVE, AND JUDICIAL EXPENSES OF THE GOVERNMENT, APPROVED MARCH 3, 1921, PUBLIC No. 364.

DETAIL OF EMPLOYEES TO OFFICE OF THE PRESIDENT.

* * * Provided, That employees of the executive departments and other establishments of the executive branch of the Government may be detailed from time to time to the office of the President of the United States for such temporary assistance as may be necessary. (page 12)

PROHIBITING DETAILS TO CIVIL SERVICE COMMISSION.

No detail of clerks or other employees from the executive departments or other Government establishments in the District of Columbia, to the Civil Service Commission or its field force, excepting the fourth district, for the performance of duty in the District of Columbia, shall be made for or during the fiscal year 1922. The Civil Service Commission shall, however, have power in case of emergency to transfer or detail any of its employees herein provided for to or from its office force, field force, or rural carrier examining board. (page 12)

TRANSFER OF OFFICE MATERIAL, SUPPLIES, AND EQUIPMENT IN THE DISTRICT OF COLUMBIA.

For salaries of employees, office equipment, fuel, light, electric current, telephone service, maintenance of motor trucks, and other necessary expenses for carrying into effect the Executive order of December 3, 1918, regulating the transfer of office material supplies, and equipment

in the District of Columbia falling into disuse because of the cessation of war activities, $120,000: *** Provided further, That the said Executive order shall continue in effect until June 30, 1922, without modification, except that proceeds from the transfer of appropriations thereunder shall be covered into the Treasury as miscellaneous receipts: Provided further, That the heads of the executive departments and independent establishments and the Commissioners of the District of Columbia shall cooperate with the Secretary of the Treasury in connection with the storage and delivery of material, supplies, and equipment transferred under the foregoing order: *** Provided further, That typewriters and computing machines transferred to the General Supply Committee as surplus, where such machines have become unfit for further use, may, in the discretion of the Secretary of the Treasury, be issued to other Government departments and establishments at exchange prices quoted in the current general schedule of supplies or sold commercially provided the price obtained is in excess of the exchange prices. (page 16)

TESTING SUPPLIES AND MATERIALS FOR GOVERNMENT.

For testing miscellaneous materials, such as varnish materials, soap materials, inks, and chemicals, including supplies for the Government departments and independent establishments, including personal services in the District of Columbia and in the field, as authorized by law, $30,000. (page 56)

DEVELOPMENT OF COLOR STANDARDS.

To develop color standards and methods of manufacture and of color measurement, with special reference to their industrial use in standardization and specification of colorants such as dyestuffs, inks, and pigments, and other products, paint, paper, and textiles, in which color is a pertinent property, including personal services in the District of Columbia and in the field, $10,000. (page 56)

DEVELOPMENT OF STANDARDS OF TEXTILES, PAPER, LEATHER, AND RUBBER.

To investigate textiles, paper, leather, and rubber in order to develop standards of quality and methods of measurement, including personal services in the District of Columbia and in the field, $15,000. (page 57)

STANDARDIZATION AND DESIGN OF SUGAR-TESTING APPARATUS AND DEVELOPMENT OF TECHNICAL SPECIFICATIONS FOR VARIOUS GRADES OF SUGARS.

For the standardization and design of sugar-testing apparatus; the development of technical specifications for the various grades of sugars with particular reference to urgent problems made pressing by conditions

following the war, especially involving the standardization and manufacture of sugars; for the study of the technical problems incidental to the collection of the revenue on sugar and to determine the fundamental scientific constants of sugars and other substances, for the standardization and production of rare and unusual types of sugars required for the medical service of the Government departments, and for other technical and scientific purposes, including personal services in the District of Columbia and in the field, $30,000. (page 57)

TRANSFER OF FUNDS TO BUREAU OF STANDARDS.

During the fiscal year 1922 the head of any department or independent establishment of the Government having funds available for scientific investigations and requiring cooperative work by the Bureau of Standards on scientific investigations within the scope of the functions of that Bureau and which it is unable to perform within the limits of its appropriations, may, with the approval of the Secretary of Commerce, transfer to the Bureau of Standards such sums as may be necessary to carry on such investigations. The Secretary of the Treasury shall transfer on the books of the Treasury Department any sums which may be authorized hereunder and such amounts shall be placed to the credit of the Bureau of Standards for the performance of work for the department or establishment from which the transfer is made. (page 58)

RESTRICTIONS ON THE PURCHASE, SALE, OR EXCHANGE OF TYPEWRITING MACHINES.

Sec. 4. That no part of any money appropriated by this or any other Act shall be used during the fiscal year 1922 for the purchase of any standard typewriting machine, except bookkeeping and billing machines, at a price in excess of the following, to wit: For correspondence models with carriages which will accommodate paper ten inches in width, $70; for models with carriages which will accommodate paper twelve inches in width, $75; for models with carriages which will accommodate paper fourteen inches in width, $77.50; for models with carriages which will accommodate paper sixteen inches in width, $82.50; for models with carriages which will accommodate paper eighteen inches in width, $87.50; for models with carriages which will accommodate paper twenty inches in width; $94; for models with carriages which will accommodate paper twenty-two inches in width, $95; for models with carriages which will accommodate paper twenty-four inches in width, $97.50; for models with carriages which will accommodate paper twenty-six inches in width, $103.50; for models with carriages which will accommodate paper twenty-eight inches in width, $104; for models with carriages which will accommodate paper thirty inches in width, $105; for models with carriages which will accommodate paper thirty-two inches in width, $107.50.

All purchases of typewriting machines during the fiscal year 1922 by executive departments and independent establishments for use in the District of Columbia or in the field, except as hereinafter provided, shall be made from the surplus machines in the stock of the General Supply Committee. The War Department shall furnish the General Supply Committee, immediately upon the approval of this Act, a complete inventory of the various makes, models, and classes of typewriters in its possession, the condition of such machines, and the point of storage, and shall turn over to the General Supply Committee such typewriting machines in such quantities

as the Secretary of the Treasury from time to time may call for by specific requisition for sale to the various services of the Government. If the General Supply Committee is unable to furnish serviceable machines to any such service of the Government, it shall furnish unserviceable machines at current exchange prices and such machines shall then be applied by the service of the Government receiving them as part payment for new machines from commercial sources in accordance with the prices fixed in the preceding paragraph. And in selling typewriting machines to the various services the General Supply Committee may accept an equal number of unserviceable machines as part payment thereon at the exchange prices quoted in the current general schedule of supplies. (page 63)

INCREASE OF COMPENSATION.

This provision authorizes the payment of increased compensation to certain employees of the executive departments and other Government establishments during the fiscal year 1922 at the rate of $240 per annum if the salary is not less than $400 per annum nor more than $2,500 per annum, and at the rate of 60 per cent per annum if the rate of salary is less than $400. Certain classes of employees are not entitled to the increase of compensation while others may receive it only upon the certifications of the heads of their respective departments. (pages 64 to 66)

ACT FOR THE CONSOLIDATION OF FOREST LANDS IN THE CARSON NATIONAL FOREST, NEW MEXICO, APPROVED MARCH 4, 1921, PUBLIC No. 382.

That the Secretary of the Interior be, and hereby is, authorized in his discretion to accept on behalf of the United States title to any lands within the Carson National Forest, New Mexico, if in the opinion of the Secretary of Agriculture the public interests will be benefited thereby and the lands are chiefly valuable for national forest purposes, and in exchange therefor may give not to exceed and equal value of such national forest lands or timber within the said national forest as may be determined by the Secretary of Agriculture and the Secretary of the Interior.

Timber given and the timber on lands given in such exchanges shall be cut and removed under the laws and regulations relating to the national forests, and under the direction and supervision and in accordance with the requirements of the Secretary of Agriculture. Lands conveyed to the United States under this Act shall, upon acceptance of title, become a part of the Carson National Forest.

ACT AUTHORIZING THE EXCHANGE OF LANDS WITHIN THE RAINIER NATIONAL FOREST, IN THE STATE OF WASHINGTON, APPROVED MARCH 4, 1921, PUBLIC No. 387.

That the Secretary of the Interior be, and he is hereby, authorized to accept on behalf of the United States title to any lands not in Government ownership in sections three, five, seven, nine, eleven, fifteen, seventeen, nineteen, twenty-one, twenty-three, twenty-seven, twenty-nine, and thirty-one in twonship fourteen north, range four east, Willamette meridian; sections thirteen and twenty-five in township fourteen north, range three east, Willamette meridian; and sections twenty-one, twenty-seven, twenty-nine, thirty-three, and thirty-five in township fifteen north, range four east, Willamette meridian, within the Rainier National

Forest which, in the opinion of the Secretary of Agriculture, are chiefly valuable for national forest purposes, and in exchange therefor may give not to exceed an equal value of such Government timber or land in any national forest in the State of Washington as may be determined by the Secretary of Agriculture and acceptable to the owner as fair compensation, considering any reservations which the Government may make. Timber given in such exchanges shall be cut and removed under the direction and supervision and in accordance with the requirements of the Secretary of Agriculture. Lands conveyed to the United States under this Act shall, upon acceptance of title, become parts of the Rainier National Forest.

Sec. 2. That the President is hereby authorized, upon application by a municipality, to reserve and set aside from all forms of location, entry, or appropriation, under either the mineral or non-mineral land laws of the United States, any lands of the United States within the exterior boundaries of the Rainier National Forest which, in his judgment, are essential for the protection of the water supply of such municipality, and such reservation shall remain in force until revoked by him or by Act of Congress, said lands thereafter to be administered for watershed protection by the Secretary of Agriculture in cooperation with the municipality for whose benefit they were reserved, and the Secretary of Agriculture is authorized, in addition to the rules and regulations authorized by the Act of June 4, 1897 (Thirtieth Statutes, page 11), and Acts supplemental thereto and amendatory thereof, to prescribe from time to time and enforce rules and regulations necessary to carry out the purpose of this Act, including the right to forbid persons other than forest officers and those authorized by the municipal authorities from entering or otherwise trespassing upon such reservations. Any violation of this Act or of regulations issued thereunder shall be punishable as is provided for in section 50 of the Act entitled "An Act to codify, revise, and amend the penal laws of the United States, approved March 4, 1909" (Thirty-fifth Statutes at Large, page 1098), as amended by the Act of Congress approved June 25, 1910 (Thirty-sixth Statutes at Large, page 857).

ACT MAKING APPROPRIATIONS FOR SUNDRY CIVIL EXPENSES OF THE GOVERNMENT, APPROVED MARCH 4, 1921, PUBLIC No. 389.

USE OF FURNITURE IN PUBLIC AND OTHER BUILDINGS.

* * * Provided further, That all furniture now owned by the United States in other public buildings or in buildings rented by the United States shall be used, so far as practicable, whether it corresponds with the present regulation plan for furniture or not. (page 5)

INVESTIGATION OF DISEASES OF MAN.

For investigations of diseases of man and conditions influencing the propagation and spread thereof, including sanitation and sewage, and the pollution of navigable streams and lakes of the United States, including personal service, $300,000. (page 12)

INTERSTATE QUARANTINE SERVICE.

For cooperation with State and municipal health authorities in the prevention of the spread of contagious and infectious diseases in interstate traffic, $25,000. (page 12)

RURAL SANTITATION.

For special studies of, and demonstration work in, rural sanitation, including personal services, and including not to exceed $5,000 for the purchase, maintenance, repair, and operation of motor-propelled passenger-carrying vehicles, $50,000: Provided, That no part of this appropriation shall be available for demonstration work in rural sanitation in any community unless the State, county, or municipality in which the community is located agrees to pay one-half the expense of such demonstration work. (page 12)

PROPAGATION AND SALE OF BIOLOGICAL PRODUCTS.

To regulate the propagation and sale of viruses, serums, toxins, and analogous products, including arsphenamine, and for the preparation of curative and diagnostic biologic products, including personal services of reserve commissioned officers and other personnel, $50,000. (page 12)

INTERNATIONAL EXCHANGES.

For the system of international exchanges between the United States and foreign countries, under the direction of the Smithsonian Institution, including necessary employees and purchase of necessary books and periodicals, $50,000. (page 18)

INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE.

For the cooperation of the United States in the work of the International Catalogue of Scientific Literature, including the preparation of a classified index catalogue of American scientific publications for incorporation in the International Catalogue, clerk hire, purchase of necessary books and periodicals, and other necessary incidental expenses, $7,500. (page 18)

PROTECTION OF OREGON AND CALIFORNIA RAILROAD LANDS AND COOS BAY WAGON ROAD LANDS.

To enable the Secretary of the Interior, with the cooperation of the Secretary of Agriculture or otherwise, as in his judgment may be most advisable, to establish and maintain a patrol to prevent trespass and to guard against and check fires upon the lands revested in the United States by the Act approved June 9, 1916, and the lands known as the Coos Bay Wagon Road lands involved in the case of Southern Oregon Company against United States (numbered 2711, in the Circuit Court of Appeals of the Ninth Circuit), $25,000. (page 35)

RESTORATION OF LANDS IN FOREST RESERVES.

To enable the Secretary of the Interior to advertise the restoration to the public domain of lands in forest reserves or of lands temporarily withdrawn for forest reserve purposes, $7,500. (page 35)

SURVEYING THE PUBLIC LANDS.

* * * Provided further, That not to exceed $50,000 of this appropriation may be used for the survey, classification, and sale of the lands and timber of the so-called Oregon and California Railroad lands and the Coos Bay Wagon Road lands. (page 36)

RESEARCHES TO DETERMINE GEOLOGICAL CONDITIONS FAVORABLE TO PRESENCE OF DEPOSITS OF POTASH SALTS.

For chemical and physical researches relating to the geology of the United States, including researches with a view of determining geological conditions favorable to the presence of deposits of potash salts, $40,000. (page 37)

DETERMINING WATER SUPPLY OF THE UNITED STATES AND METHODS OF UTILIZING WATER RESOURCES.

For gauging streams and determining the water supply of the United States, the investigation of underground currents and artesian wells, and the preparation of reports upon the best methods of utilizing the water resources, $180,000, of which $25,000 may be used to test the existence of artesian and other underground water supplies suitable for irrigation in the arid and semiarid regions by boring wells. (page 37)

GOVERNMENT FUEL YARDS.

For the purchase and transportation of fuel; storing and handling of fuel in yards; maintenance and operation of yards and equipment, including motor-propelled passenger-carrying vehicles for inspectors, purchase of equipment, rentals, and all other expenses requisite for and incident thereto, including personal services in the District of Columbia, the unexpended balance of the appropriation made for these purposes for the fiscal year 1921 is reappropriated and made available for such purposes for the fiscal year 1922, and of such sum not exceeding $500 shall be available to settle claims for damages caused to private property by motor vehicles used in delivering fuel: Provided, That all moneys received from the sales of fuel during the fiscal year 1922 shall be credited to this appropriation and be available for the purposes of this paragraph. (page 39)

TRANSFER OF FUNDS TO BUREAU OF MINES.

During the fiscal year 1922, the head of any department or independent establishment of the Government having funds available for scientific investigations and requiring cooperative work by the Bureau of Mines on scientific investigations within the scope of the functions of that Bureau and which it is unable to perform within the limits of its appropriations, may, with the approval of the Secretary of the Interior, transfer to the Bureau of Mines such sums as may be necessary to carry on such investigations. The Secretary of the Treasury shall transfer on the books of the Treasury Department any sums which may be authorized hereunder and such amount shall be placed to the credit of the Bureau of Mines

for the performance of work for the department or establishment from which the transfer is made. (pages 39, 40)

PROTECTION OF GAME IN ALASKA.

For carrying out the Act entitled "An Act for the protection of game in Alaska, and for other purposes," approved May 11, 1908, including salaries, traveling expenses of game wardens, and all other necessary expenses, $25,000, to be expended under the direction of the Governor of Alaska. (page 44)

FIGHTING FOREST FIRES IN NATIONAL PARKS.

For fighting forest fires in national parks, or other areas administered by the National Park Service, or fires that endanger such areas, and for replacing buildings or other physical improvements that have been destroyed by forest fires within such areas, $25,000: Provided, That these funds shall not be used for any precautionary fire protection or patrol work prior to actual occurrence of the fire: And provided further, That the allotment of these funds to the various national parks, or areas administered by the National Park Service, for fire fighting purposes, shall be made by the Secretary of the Interior, and then only after the obligation for the expenditure has been incurred, and the Secretary of the Interior shall submit with his annual estimate of expenditures a report showing the location, size, and description of each forest fire, together with the number of men, their classification and rate of pay and actual time employed, and a statement of expenditures showing the cost of labor, supplies, special service, and other expenses covered by the expenditures made from these funds. (page 44)

INQUIRY RESPECTING FOOD FISHES.

For inquiry into the causes of the decrease of food fishes in the waters of the United States, and for investigation and experiments in respect to the aquatic animals, plants, and waters, in the interests of fish culture and the fishery industries, including expenses of travel and preparation of reports, $45,000. (page 63)

ADVANCE OF FUNDS FOR PRINTING AND BINDING.

During the fiscal year 1922, any department or independent establishment of the Government ordering printing and binding from the Government Printing Office (other than that specifically provided for by allotment) shall advance to the Public Printer, upon written request, 90 per centum of the estimated cost of the work at the time the order is placed and upon completion of such work shall pay to the Public Printer a sum sufficient to complete payment of the actual cost thereof. The sums so advanced to the Public Printer shall be placed to the credit of the appropriation "Public Printing and binding," on the books of the Treasury Department and be subject to requisition by the Public Printer. (page 69)

PRINTING AND BINDING FOR THE DEPARTMENT OF AGRICULTURE.

For the Department of Agriculture, including not to exceed $47,000 for the Weather Bureau, and including the Annual Report of the Secretary of Agriculture, as required by the Act approved January 12, 1895, and in pursuance of the joint resolution numbered 13, approved March 30, 1906, and also including not to exceed $250,000 for farmers' bulletins, which shall be adapted to the interests of the people of the different sections of the country, an equal proportion of four-fifths of which shall be delivered to or sent out under the addressed franks furnished by Senators, Representatives, and Delegates in Congress, as they shall direct, $725,000. (page 71)

ALLOTMENT OF PRINTING AND BINDING FUND.

Not more than an allotment of one-half of the sum hereby appropriated for the public printing and for the public binding shall be expended in the first two quarters of the fiscal year, and no more than one-fourth thereof may be expended in either of the last two quarters of the fiscal year, except that, in addition thereto, in either of said last quarters the unexpended balances of allotments for preceding quarters may be expended; and no department or Government establishment shall consume in any such period a greater percentage of its allotment than can lawfully be expended during the same period of the whole appropriation. (page 71)

EXPENDITURES FOR PRINTING AND BINDING.

Money appropriated under the foregoing allotments shall not be expended for printing or binding for any of the executive departments or other Government establishments, except such as shall be certified in writing to the Public Printer by the respective heads or chiefs thereof to be necessary to conduct the ordinary and routine business required by law of such executive departments or Government establishments, and except such reports, monographs, bulletins, or other publications as are authorized by law or specifically provided for in appropriations herein; all other printing required or deemed necessary or desirable by heads of executive departments or other Government establishments or offices or bureaus thereof shall be done only as Congress shall from time to time authorize. (page 71)

PROHIBITING DETAIL OF EMPLOYEES OF THE GOVERNMENT PRINTING OFFICE TO OTHER EXECUTIVE BRANCHES OF THE PUBLIC SERVICE.

No part of any money appropriated in this Act shall be paid to any person employed in the Government Printing Office while detailed for or performing service in any other executive branch of the public service of the United States unless such detail be authorized by law. (page 72)

AUTHORIZING ISSUANCE UNTIL JUNE 30, 1921, OF JOURNALS, MAGAZINES, PERIODICALS, AND SIMILAR PUBLICATIONS.

Sec. 3. Any journal, magazine, periodical, or similar publication

which is now being issued by a department or establishment of the Government may, in the discretion of a head thereof, be continued, within the limitation of available appropriations or other Government funds, until December 1, 1921, when, if it shall not have been specifically authorized by Congress before that date, such journal, magazine, periodical, or similar publication shall be discontinued. (page 74)

ACT TO REPEAL AND ANNUL CERTAIN PARTS OF THE CHARTER AND LEASE GRANTED AND MADE TO THE WASHINGTON MARKET COMPANY BY ACT OF CONGRESS ENTITLED "AN ACT TO INCORPORATE THE WASHINGTON MARKET COMPANY," APPROVED MAY 20, 1870, PUBLIC No. 399, APPROVED MARCH 4, 1921.

This act declares it to be the desire, purpose, and intent of the United States to annul the lease made by Congress to the Washington Market Company of reservation numbered seven in the District of Columbia, and to take over unto its own ownership, use, occupancy and control the said grounds and buildings and improvements thereon.

It provides for the appointment by the President of a Commission composed of three disinterested men to appraise the buildings and improvements, whose majority finding shall constitute an award. Such award shall be filed in the office of the clerk of the Court of Appeals of the District of Columbia within six months from the date of the appointment and qualification of members of the Commission. The Act further provides for a payment equal to 75 per cent of the amount of the award when the market grounds and buildings, and all improvements, are surrendered by the market company and taken over by the United States.

When the property is surrendered complete possession and control thereof is vested in the Secretary of Agriculture for the benefit of the United States who, the Act directs, shall reserve so much of the grounds and space in buildings as may be deemed necessary for the use of the United States, the remaining portion to be rented to the present tenants or to any other person or persons for such rentals as may be agreed upon by the parties. No part of the premises may be subleased. Leases shall not be made for a longer period than one year. The Secretary of Agriculture is empowered and directed to make and enforce such rules and regulations for the management and control of the said property as he may deem best for the enforcement of the provisions of the Act.

The Act further provides for the revocation of any lease and the summary ejectment of any lessee found guilty of overcharging, extortion, profiteering or making any unconscionable bargain or sale.

JOINT RESOLUTION TO CREATE A JOINT COMMITTEE ON THE REORGANIZATION OF THE ADMINISTRATIVE BRANCH OF THE GOVERNMENT, ENACTED INTO LAW WITHOUT THE APPROVAL OF THE PRESIDENT, DECEMBER 29, 1920, PUBLIC RESOLUTION No. 54.

That a joint committee is created, to be known as the Joint Committee on Reorganization, which shall consist of three Members of the Senate to be appointed by the President thereof, and three Members of the House of Representatives to be appointed by the Speaker thereof. Vacancies occurring in the membership of the committee shall be filled in the same manner as the original appointments.

Sec. 2. That it shall be the duty of the Joint Committee on Reorganization to make a survey of the administrative services of the Government for the purpose of securing all pertinent facts concerning their powers and duties, their distribution among the several executive departments, and their overlapping and duplication of authority; also to determine what redistribution of activities should be made among the several services, with a view to the proper correlation of the same, and what departmental regrouping of services should be made, so that each executive department shall embrace only services having close working relation with each other and ministering directly to the primary purpose for which the same are maintained and operated, to the end that there shall be achieved the largest possible measure of efficiency and economy in the conduct of Government business.

Sec. 3. That the committee shall, from time to time, report to both the Senate and the House of Representatives the results of its inquiries, together with its recommendations, and shall prepare and submit bills or resolutions having for their purpose the coordination of Government functions and their most efficient and economical conduct, and the final report of said committee shall be submitted not later than the second Monday in December, 1922. The committee is authorized to employ such assistance as it may require, at such compensation as the committee may determine to be just and reasonable, and to make such reasonable expenditures as may be necessary for the proper conduct of its work, such expenditures to be paid in equal parts from the contingent funds of the House of Representatives and the Senate, as from time to time may be duly authorized by resolutions of those bodies.

Sec. 4. That the officers and employees of all administrative services of the Government shall furnish to the committee such information regarding powers, duties, activities, organization, and methods of business as the committee may from time to time require, and the committee or any of its employees, when duly authorized by the committee, shall have access to and the right to examine any books, documents, papers, or records of any administrative service for the purpose of securing the information needed by the committee in the prosecution of its work.

JOINT RESOLUTION DIRECTING THE WAR FINANCE CORPORATION TO TAKE CERTAIN ACTION FOR THE RELIEF OF THE PRESENT DEPRESSION IN THE AGRICULTURAL SECTIONS OF THE COUNTRY, AND FOR OTHER PURPOSES, ENACTED INTO LAW OVER THE OBJECTION OF THE PRESIDENT JANUARY 4, 1921, PUBLIC RES. No.55.

That the Secretary of the Treasury and the members of the War Finance Corporation are hereby directed to revive the activities of the War Finance Corporation, and that said corporation be at once rehabilitated with the view of assisting in the financing of the exportation of agricultural and other products to foreign markets.

JOINT RESOLUTION DECLARING THAT CERTAIN ACTS OF CONGRESS, JOINT RESOLUTIONS, AND PROCLAMATIONS SHALL BE CONSTRUED AS IF THE WAR HAD ENDED AND THE PRESENT OR EXISTING EMERGENCY EXPIRED, APPROVED MARCH 3, 1921, PUBLIC RESOLUTION No. 64.

That in the interpretation of any provision relating to the duration or date of the termination of the present war or of the present or existing

emergency, meaning thereby the war between the Imperial German Government and the Imperial and Royal Austro-Hungarian Government and the Government and people of the United States, in any Acts of Congress, joint resolutions, or proclamations of the President containing provisions contingent upon the duration or the date of the termination of such war or of such present or existing emergency, the date when this resolution becomes effective shall be construed and treated as the date of the termination of the war or of the present or existing emergency, notwithstanding any provision in any Act of Congress or joint resolution providing any other mode of determining the date of such termination. And any Act of Congress, or any provision of any such Act, that by its terms is in force only during the existence of a state of war, or during such state of war and a limited period of time thereafter, shall be construed and administered as if such war between the Governments and people aforesaid terminated on the date when this resolution becomes effective, any provision of such law to the contrary notwithstanding; excepting, however, from the operation and effect of this resolution the following Acts and proclamations, to wit: Title 2 of the Act entitled "The Food Control and District of Columbia Rents Act," approved October 22, 1919 (Forty-first Statutes, page 297), the Act known as the Trading with the Enemy Act, approved October 6, 1917 (Fortieth Statutes, page 411), and all amendments thereto, and the First, Second, Third, and Fourth Liberty Bonds Acts, the Supplement to the Second Liberty Bond Act, and the Victory Liberty Loan Act; titles 1 and 3 of the War Finance Corporation Act (Fortieth Statutes, page 506) as amended by the Act approved March 3, 1919 (Fortieth Statutes, page 1313), and Public Resolution Numbered 55, Sixty-sixth Congress, entitled "Joint resolution directing the War Finance Corporation to take certain action for the relief of the present depression in the agricultural sections of the country, and for other purposes," passed January 4, 1921; also the proclamations issued under the authority conferred by the Acts herein excepted from the effect and operation of this resolution: Provided, however, That nothing herein contained shall be construed as effective to terminate the military status of any person now in desertion from the military or naval service of the United States, nor to terminate the liability to prosecution and punishment under the selective service law, approved May 18, 1917 (Fortieth Statutes, page 76), of any person who failed to comply with the provisions of said Act, or of Acts amendatory thereof: Provided further, That the Act entitled "An Act to amend section 3, title 1, of the Act entitled 'An Act to punish acts of interference with foreign relations, the neutrality, and the foreign commerce of the United States, to punish espionage, and better to enforce the criminal laws of the United States, and for other purposes,' approved June 15, 1917, (Fortieth Statutes, page 217), and for other purposes," approved May 16, 1918 (Fortieth Statutes, page 553), be, and the same is hereby, repealed, and that said section 3 of said Act approved June 15, 1917, is hereby revived and restored with the same force and effect as originally enacted.

Nothing herein contained shall be held to exempt from prosecution or to relieve from punishment any offense heretofore committed in violation of any Act hereby repealed or which may be committed while it remains in force as herein provided.

H. C. Wallace

Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 27, 1921.

MEMORANDUM NO. 350.

FILE
P. L. GLADMON.

Paragraph 43 of the Administrative Regulations is amended to read as follows:

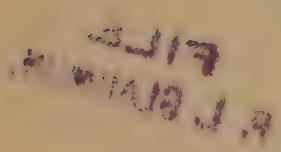
43. Educational Opportunities and Outside Employment.

It is the policy of the Department to encourage employees to take educational training, provided this work does not interfere with the performance of their regular duties. The following regulations apply to special cases:

(a) Leave of absence without pay to take advanced training or carry on graduate work in recognized educational institutions will be granted whenever advantageous to the service. Arrangements for such leave should ordinarily be made some time in advance. Applications must indicate the name of the institution the employee desires to attend, and the course or courses to be pursued, and must bear the approval of the chief of bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

(b) When it appears to be to the advantage of the Department employees may be transferred to part time employment and be permitted to take advanced training or graduate work in connection with recognized educational institutions.

(c) Employees engaged on work connected with agricultural colleges, experiment stations, or similar public agencies, may be retained on the rolls at a nominal annual salary or on a per-diem basis when it is deemed desirable that they should, in some way, continue their connection with the Department in order to establish or maintain cooperative relations. Each case must receive the approval of the Secretary upon the recommendation of the chief of the bureau involved.



(d) Outside work: Furlough or leave without pay ordinarily will not be granted employees to engage in private or commercial work. However, the Secretary will consider applications for furlough or leave without pay from employees who wish to engage in outside undertakings. Such applications must indicate clearly the activity in which the employee proposes to engage and must bear the approval of the chief of the bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Please return to
the Secretary's File Room

September 27, 1921.

MEMORANDUM NO. 350

FILE
P. L. GLADMON.

Amendment to the Administrative Regulations.

In accordance with the suggestion contained in letter received from the Department of the Interior, dated September 21, 1921, paragraph 52 of the Administrative Regulations of this Department is hereby amended to read as follows:

52. EMPLOYEES VISITING INDIAN RESERVATIONS ON OFFICIAL BUSINESS; NOTIFICATION.- Whenever a representative of the Department of Agriculture, in carrying out any cooperative agreement with the Department of the Interior, shall find it necessary to visit any Indian reservation, the Superintendent of such reservation shall be promptly notified thereof, and whenever such visitation is for any other purpose the consent of the Superintendent shall first be obtained. Representatives of this Department about to visit any Indian reservation on official business should provide themselves with proper credentials, preferably Department identification cards.

Henry C. Wallace

Secretary.

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United States Department of Agriculture.

Office of the Secretary.

Washington, D. C., September 25, 1902.

PRESENCE OF GOVERNMENT REPRESENTATIVES UPON INDIAN RESERVATIONS.

The unauthorized presence on Indian reservations of persons claiming to be in the employ of this Department having been reported to the Secretary of the Interior, the attention of Chiefs of Bureaus, Divisions, and Offices of this Department is respectfully called to the following extract from a letter of the Honorable the Secretary of the Interior addressed to the Secretary of Agriculture on this subject. Strict compliance therewith must be observed.

By order of the Secretary:

(Signed) Andrew Geddes.

Chief Clerk.

Extract from Letter of the Secretary of the Interior dated September 16, 1902.

In order to avoid embarrassment and annoyance to Indian agents, as well as to the representatives of your Department who may in the future be required to visit Indian reservations on official business, and in the interest of good government upon such reservations, I respectfully request that hereafter whenever it is desired to send such agents or representatives upon an Indian reservation, that the agents in charge of such reservations be notified thereof through this Department, so that no misunderstanding may arise regarding the presence of such persons thereon.

United States Department of Agriculture.

RESTRICTIONS.

claiming to be in the employ of this Department moving upon reported to the Secretary of the Interior, the attention of Orders of Bureaus, Divisions, and Offices of this Department is respectfully called to the following extract from a letter of the Honorable the Secretary of the Interior addressed to the Secretary of Agriculture on this subject. Strict compliance therewith must be observed.

By order of the Secretary:

Chief Clerk.

Extract from Letter of the Secretary of the Interior
dated September 10, 1902.

In order to avoid embarrassment and annoyance to Indian agents, as well as to the representatives of Your Department who may in the future be required to visit Indian reservations on official business, I send in the interest of good government upon such reservations, I respectfully request that hereafter whenever it is desired to send such agents or representatives upon an Indian reservation, that the same in charge of such reservations be notified thereof through this Department, so that no misunderstanding may arise regarding the presence of such persons thereon.

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DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

September 29, 1921.

MEMORANDUM NO.351.

FILE
P. L. GLADMON.

Assignments as Assistant Secretary and Director of Scientific Work.

Effective October 1, 1921, Charles W. Pugsley will become Assistant Secretary of Agriculture and Elmer D. Ball will become Director of Scientific Work.

For the present the Assistant Secretary will be especially charged with the general supervision of the extension and publication work of the Department, with such other duties as are required by law or may be assigned from time to time.

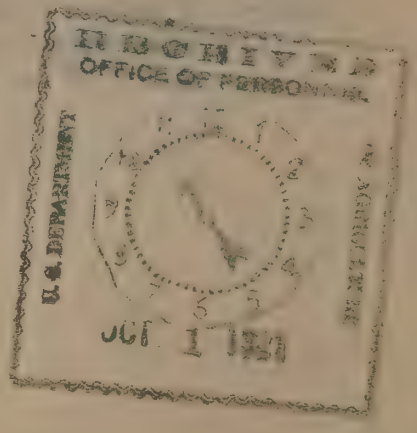
The Director of Scientific Work will have general supervision of the scientific research work, and will advise with the bureau chiefs and with the Secretary with regard to:

(1) The scientific personnel.
(2) Plans and project outlines of scientific work.
(3) The coordination and correlation of the scientific work with the view of directing it toward the solution of national agricultural problems involving more than one field of effort.
(4) The selection of scientific manuscripts for publication, advising with the Assistant Secretary as to the manner of publication.
(5) Such other matters as later may be determined.

In the foregoing assignment of work it is not my purpose to in any degree lose contact with any of the work of the Department. On the contrary, I hope to come into closer contact with that work through being relieved of some of the administrative details which now consume such a large amount of my time.

Henry C. Wallace

Secretary.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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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the Secretary's File Room

October 18, 1921.

MEMORANDUM No. 352.

Amendments to the Administrative Regulations.

Paragraphs 43, 132, and 133 of the Administrative Regulations are amended to read as follows:

43. EDUCATIONAL OPPORTUNITIES AND OUTSIDE EMPLOYMENT.- It is the policy of the Department to encourage employees to take educational training, provided this work does not interfere with the performance of their regular duties.

(a) Leave of absence without pay to take advanced training or carry on graduate work in recognized educational institutions will be granted whenever advantageous to the service. Arrangements for such leave should ordinarily be made some time in advance. Applications must indicate the name of the institution the employee desires to attend, and the course or courses to be pursued, and must bear the approval of the chief of bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

(b) When it ~~appears to be~~ is to the advantage of the Department employees may be transferred to part time employment and be permitted to take advanced training or graduate work in connection with recognized educational institutions.

(c) Employees engaged on work connected with agricultural colleges, experiment stations, or similar public agencies, may be retained on the rolls at a nominal annual salary or on a per-diem basis when it is deemed desirable that they should, in some way, continue their connection with the Department in order to establish or maintain cooperative relations. Each case must receive the approval of the Secretary upon the recommendation of the chief of the bureau involved.

(d) Ordinarily furlough or leave without pay will not be granted employees to engage in private or commercial work. However, the Secretary will consider applications for furlough or leave without pay from employees who wish to engage in outside undertakings. Such applications must indicate clearly the activity in which the employee proposes to engage and must bear the approval of the chief of the bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

132. WHEN GRANTED.- Leave without pay may be allowed on account of sickness when the regular leave has been exhausted.

Pursuant to paragraph 43, leave without pay may also be granted to employees to enable them to take advanced training or carry on graduate work in recognized educational institutions, and to engage in private or commercial work.

LEAVE OR FURLOUGH WITHOUT PAY.- Application for leave of absence without pay for 30 days or less must be made on the form "application for leave" prescribed by the Department and shall be forwarded with the recommendation of the chief of bureau to the chief clerk of the Department for approval. Applications for leave of absence without pay in excess of 30 days must be accompanied by a formal recommendation of the chief of bureau addressed to the Secretary and forwarded to the chief clerk of the Department for consideration and transmission to the Secretary. The application or recommendation must state the reasons for taking the leave without pay, the length of time the applicant desires such absence to continue, whether the applicant expects to engage in outside work during such leave and if so, the nature of the work. (See pars. 43 and 44 of these regulations.) In no case shall leave without pay be taken until the applicant has been advised of its approval.

Henry C. Wallace

Secretary.

OCT 25 1941

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

43. Educational Opportunities and Outside Employment.

It is the policy of the Department to encourage employees to take educational training, provided this work does not interfere with the performance of their regular duties. The following regulations apply to special cases:

(a) Leave of absence without pay to take advanced training or carry on graduate work in recognized educational institutions will be granted whenever advantageous to the service. Arrangements for such leave should ordinarily be made some time in advance. Applications must ~~clearly~~ indicate the name of the ~~educational~~ institution the employee desires to attend, ~~and~~ the course or courses to be pursued, and must bear the approval of the chief of bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

(b) When it appears to be to the advantage of the Department employees may be transferred to part time employment and be permitted to take advanced training or graduate work in connection with recognized educational institutions.

(c) Employees engaged on work connected with agricultural colleges, experiment stations, or similar public agencies, may be retained on the rolls at a nominal annual salary or on a per-diem basis when it is deemed desirable that they should, in some way, continue their connection with the Department in order to establish or maintain cooperative relations. Each case must receive the approval of the Secretary upon the recommendation of the chief of the bureau involved.

(d) Outside work: Furlough or leave without pay ordinarily will not be granted employees to engage in private or commercial work. However, the Secretary will consider applications for furlough or leave without pay from employees who wish to engage in outside undertakings. Such applications must indicate clearly the activity in which the employee proposes to engage and must bear the approval of the chief of the bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE DIRECTOR OF SCIENTIFIC WORK
WASHINGTON

October 22, 1921.

MEMORANDUM FOR THE ADVISORY COMMITTEE ON
FINANCE AND BUSINESS METHODS
Mr. Zappone, Chairman

My dear Zappone:

Your memorandum of October 7 submitting a draft of amendments to the administrative regulations has been referred to me for consideration.

I have gone over these amendments carefully and heartily approve every one of the changes made. They will be of untold benefit in placing the Department in a more advantageous light before the scientific men of the country.

I wish, however, that the final paragraph of Section 133 could be entirely omitted from the administrative regulations. I have taken this matter up with Commissioner Wales of the Civil Service and it meets with his approval. In fact, the Commissioner said that the exception at the end of this paragraph with reference to military or naval service had not force. I did not pursue the question as to the reasons for this statement but in regard to the limitation of one year he agreed that this was only a technical limitation and that the reinstatement provisions practically made it a matter within the determination of the Bureau Chief. He suggested that by leaving the matter entirely open that in case anyone applied for a leave of absence beyond a year he could be personally informed that a leave for one year only could be granted. But the same letter could continue and state that under the re-instatement clause it would be possible to re-instate him and that the Bureau would do so on the expiration of his educational training. In this way he would be able to avail himself of the opportunity of borrowing money on the strength of his position, while under the present system there is little possibility of doing so. This latter phase of the matter will be of the utmost importance to young men in encouraging them to take the opportunities for graduate study before they get tied up with

My dear Zappone:

me for consideration.

approve every one of the changes made. They will be of untold before the scientific men of the country.

I wish, however, that the final paragraph of Section 183 could be entirely omitted from the administrative regulations. I have taken this matter up with Commissioner Wales of the Civil Service and it meets with his approval. In fact, the Commissioner said that the exception at the end of this paragraph with reference to military or naval service had not force. I did not pursue the question as to the reasons for this statement but in regard to the limitation of one year he agreed that this was only a technical limitation and that the reinstatement provisions Chief. He suggested that by leaving the matter entirely open that in case anyone applied for a leave of absence beyond a year he could be personally informed that a leave for one year only could be granted. But the same letter could continue and state that under the re-instatement clause it would be possible to reinstate him and that the Bureau would do so on the expiration of his educational training. In this way he would be able to avail his position, while under the present system there is little possibility of doing so. This latter phase of the matter will be of the utmost importance to young men in encouraging them to take

family responsibilities or other obligations that would prevent.

Trusting that your committee can see its way clear to recommend the entire elimination of this paragraph, I am,

Sincerely yours,

E. W. Bass

Director of Scientific Work.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

October 7, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The proposed draft of memorandum to amend the Administrative Regulations to enable employees to pursue courses of study at educational institutions where such courses are of a nature which will increase their value to the service upon their return and where the chief of the bureau concerned feels that they can be spared for the time required without detriment to the service, has been considered by the Advisory Committee on Finance and Business Methods.

The Committee has taken the liberty of making certain changes in the draft prepared by Doctor Ball, amending paragraph 43. These changes have been found necessary in order that paragraphs 132 and 133 may be clear and agree with paragraph 43 as suggested. The attached memorandum has therefore been prepared, amending paragraphs 43, 132, and 133 which, it is believed, meets all the requirements. It is recommended that this memorandum be approved and issued.

Very respectfully,

A. D. Gayboone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosure.

MEMORANDUM No.

Amendments to the Administrative Regulations.

Paragraphs 43, 132, and 133 of the Administrative Regulations are amended to read as follows:

43. EDUCATIONAL OPPORTUNITIES AND OUTSIDE EMPLOYMENT.- It is the policy of the Department to encourage employees to take educational training, provided this work does not interfere with the performance of their regular duties.

(a) Leave of absence without pay to take advanced training or carry on graduate work in recognized educational institutions will be granted whenever advantageous to the service. Arrangements for such leave should ordinarily be made some time in advance. Applications must indicate the name of the institution the employee desires to attend, and the course or courses to be pursued, and must bear the approval of the chief of bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

(b) When it appears to be to the advantage of the Department employees may be transferred to part time employment and be permitted to take advanced training or graduate work in connection with recognized educational institutions.

(c) Employees engaged on work connected with agricultural colleges, experiment stations, or similar public agencies, may be retained on the rolls at a nominal annual salary or on a per-diem basis when it is deemed desirable that they should, in some way, continue their connection with the Department in order to establish or maintain cooperative relations. Each case must receive the approval of the Secretary upon the recommendation of the chief of the bureau involved.

(d) Ordinarily furlough or leave without pay will not be granted employees to engage in private or commercial work. However, the Secretary will consider applications for furlough or leave without pay from employees who wish to engage in outside undertakings. Such applications must indicate clearly the activity in which the employee proposes to engage and must bear the approval of the chief of the bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

OFFICE OF

THE SECRETARY OF AGRICULTURE.

REFERRED TO 9-29-21

Mr. Gaylord

FOR—

Approval	Initials
Attention	Memorandum
Comment	Note and file
Consideration	Note and return
Correction	Recommendation ✓
Investigation	Rush ✓

8—3460

OFFICE OF
THE SECRETARY OF AGRICULTURE

Sept. 29, 1921.

MR. BAIN:

The regulations under the head of "Leave" do repeat other regulations. I think this was intentional, in order to bring together in the Leave section everything relating to that subject.

However, since Paragraph 43 is being revised, Paragraphs 132 and 133 should be revised also to agree with 43.

I see no need of the third paragraph of Par. 132; it seems to be covered sufficiently by first paragraph of No. 133.

If the second paragraph of No. 132 and the third paragraph of No. 133 are to remain (Dr. Ball suggests that they be stricken out), they should at least be amended to conform with the amendments to No. 43.

I suggest that you refer matter to Mr. Zappone, Chairman of the Advisory Committee on Finance and Business Methods, for recommendation.

E.H.B.

September 25, 1921.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

I am submitting with this an amended draft of the change in the Administrative Regulations. Paragraphs "A" and "B" have already been approved in that form by the Secretary. Paragraph "C" has been copied verbatim from your memorandum and paragraph "D" has been abstracted from the first paragraph of your memorandum.

Note that section 43 of the Administrative Regulations is again repeated in No. 132. This should be stricken out and I can see no value in the third paragraph of 132. The second paragraph in section 133 should also be stricken out.

Very truly yours,

Assistant Secretary.

43. Educational Opportunities and Outside Employment.

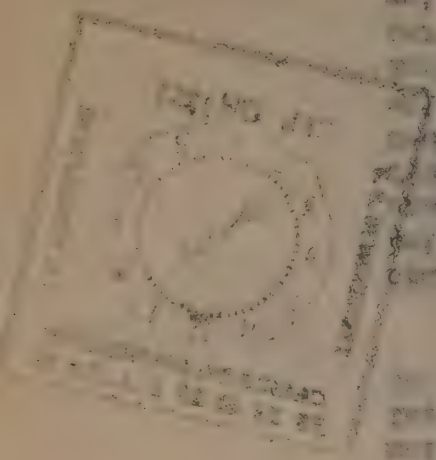
It is the policy of the Department to encourage employees to take educational training, provided this work does not interfere with the performance of their regular duties. The following regulations apply to special cases:

(a) Leave of absence without pay to take advanced training or carry on graduate work in recognized educational institutions will be granted whenever advantageous to the service. Arrangements for such leave should ordinarily be made some time in advance. Applications must clearly indicate the name of the educational institution the employee desires to attend, and the course or courses to be pursued, and must bear the approval of the chief of bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

(b) When it appears to be to the advantage of the Department employees may be transferred to part time employment and be permitted to take advanced training or graduate work in connection with recognized educational institutions.

(c) Employees engaged on work connected with agricultural colleges, experiment stations, or similar public agencies, may be retained on the rolls at a nominal annual salary or on a per-diem basis when it is deemed desirable that they should, in some way, continue their connection with the Department in order to establish or maintain cooperative relations. Each case must receive the approval of the Secretary upon the recommendation of the chief of the bureau involved.

(d) Outside work: Furlough or leave without pay ordinarily will not be granted employees to engage in private or commercial work. However, the Secretary will consider applications for furlough or leave without pay from employees who wish to engaged in outside undertakings. Such applications must indicate clearly the activity in which the employee proposes to engage and must bear the approval of the chief of the bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 20, 1921.

MEMORANDUM NO. 350

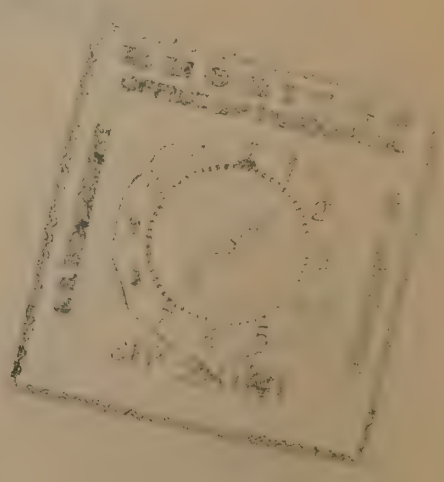
Paragraph 43 of the Administrative Regulations is amended to read as follows:

Outside Work.-- Furlough or leave without pay ordinarily will not be granted employees to engage in private or commercial work, or, in general, to pursue courses of study at educational institutions. However, the Secretary will consider applications for furlough or leave without pay from employees who wish to engage in undertakings, or to pursue ~~at educational institutions~~ courses of study, which will increase their value to the service upon their return. Such applications must ~~indicate clearly the activity~~ in which the employee ~~proposes to engage or~~ the name of the educational institution the employee desires to attend, and the course or courses to be pursued, and must bear the approval of the chief of the bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

Employees engaged on work connected with agricultural colleges, experiment stations, or similar public agencies, may be retained on the rolls at a nominal annual salary or on a per-diem basis when it is deemed desirable that they should, in some way, continue their connection with the Department in order to establish or maintain cooperative relations. Each case must receive the approval of the Secretary upon the recommendation of the chief of the bureau involved.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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September 20, 1921.

Mr. R. M. Reese,

Chief Clerk.

Dear Mr. Reese:

Will you please draw up for the Secretary's approval whatever is necessary to amend Paragraph 43 of the Administrative Regulations so as to make it clear that recommendation for furlough or leave without pay will be considered by the Secretary to enable employees to pursue courses of study at educational institutions where such courses are of a nature which will increase their value to the service upon their return, and where the chief of the bureau concerned feels that they can be spared for the time required without detriment to the public service. Will you please have somebody draw this up as soon as possible?

Very truly yours,

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

September 25, 1921.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

I am submitting with this an amended draft of the change in the Administrative Regulations. Paragraphs "A" and "B" have already been approved in that form by the Secretary. Paragraph "C" has been copied verbatim from your memorandum and paragraph "D" has been abstracted from the first paragraph of your memorandum.

Note that section 43 of the Administrative Regulations is again repeated in No. 132. This should be stricken out and I can see no value in the third paragraph of 132. The second paragraph in section 133 should also be stricken out.

Very truly yours,

E W Ball

Assistant Secretary.

LEAVE WITHOUT PAY.

132. When Granted.- Leave without pay may be allowed on account of sickness when the regular leave has been exhausted.

Pursuant to paragraph 43, leave without pay will also be granted to employees to enable them to take advanced training or carry on graduate work in recognized educational institutions and to engage in private or commercial work.

133. Leave or Furlough Without Pay.- Application for leave of absence without pay for 30 days or less must be made on the form "application for leave" prescribed by the department and shall be forwarded with the recommendation of the chief of bureau to the chief clerk of the department for approval. Applications for leave of absence without pay in excess of 30 days must be accompanied by a formal recommendation addressed to the Secretary and forwarded to the chief clerk of the department for consideration and transmission to the Secretary. The application or recommendation must state the reason for taking the leave without pay, the length of time the applicant desires such absence to continue, whether the applicant expects to engage in outside work during such leave and if so, the nature of the work. (See pars. 43 and 44 of these regulations.) In no case shall leave without pay be taken until the applicant has been advised of its approval.

Leave of absence or furlough without pay will not be granted for a longer period than one year from the date of the commencement thereof, except in the case of employees who enter the military or naval service during the existence of a state of war. (See pars. 31 and 111.)

[illegible] leave without pay may be allowed on [illegible] sickness when the regular leave has been exhausted. [illegible] paragraph 4d, leave without pay will also be [illegible] given to enable them to take advanced training [illegible] work in recognized educational institutions [illegible] in private or commercial work.

[illegible] application for leave without pay for 1 day or less must be made on the [illegible] application for leave" provided by the department and shall be [illegible] clerk of the department for approval. Applications for [illegible] vacation must state the reason for "non" the leave with[illegible] [illegible] work during which leave can be [illegible] part. 4d and 4e of these regulations.) In no case shall leave [illegible] be taken until the applicant has been advised of its approval.

[illegible] leave of absence or furlough without pay will not be granted [illegible] a longer period than one year from date of the commence[illegible] thereof, except in the case of employees who enter the [illegible] or naval service during the existence of a state of [illegible]. (See par. 31 and 111.)

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

October 24, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Referring further to the matter of amending the Administrative Regulations of the Department in order to enable employees to pursue courses of study at educational institutions, the Advisory Committee on Finance and Business Methods has considered Doctor Ball's memorandum of the 22nd instant, after his consultation with the President of the Civil Service Commission, in which he recommends the elimination of the final paragraph of Section 133. In view of the above, your Committee submits herewith the proposed memorandum as suggested by Doctor Ball, and recommends the issuance of same.

Very respectfully,

A. Jaffone
Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

September 20, 1921.

File

Mr. R. M. Reese,

Chief Clerk.

Dear Mr. Reese:

Will you please draw up for the Secretary's approval whatever is necessary to amend Paragraph 43 of the Administrative Regulations so as to make it clear that recommendation for furlough or leave without pay will be considered by the Secretary to enable employees to pursue courses of study at educational institutions where such courses are of a nature which will increase their value to the service upon their return, and where the chief of the bureau concerned feels that they can be spared for the time required without detriment to the public service. Will you please have somebody draw this up as soon as possible?

Very truly yours,

W. A. Jump

Administrative Assistant.

Follow Up

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 20, 1921.

Mr. E. M. Evans,

Chief Clerk.

Dear Mr. Evans:

Will you please draw up for the Secretary's approval whatever is necessary to amend Paragraph 44 of the Administrative Regulations so as to make it clear that recommendation for furlough or leave without pay will be considered by the Secretary to enable employees to pursue courses of study at educational institutions where such courses are of a nature which will increase their value to the service upon their return, and where the time required would mean that they can be spared for the time required without detriment to the public service. Will you please have somebody draw this up as soon as possible?

Very truly yours,

W. A. Harp
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ OCT 16 1926
Please return to
the Secretary's File Room

October 18, 1921.

MEMORANDUM No. 353

FILE
P. L. GLADMON.

Amendments to the Travel Regulations.

Sections (e), (h) and (m) of paragraph 3, and paragraph 22 of the Travel Regulations are hereby amended to read as follows:

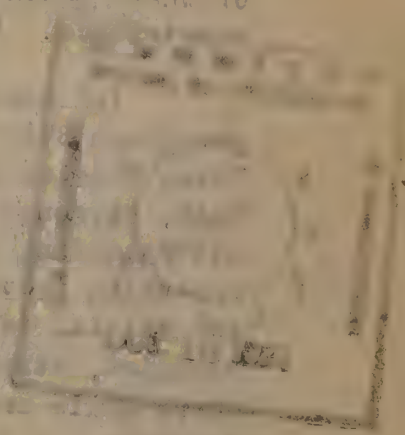
3. ACTUAL TRAVELING EXPENSES.-

(e) Street car, transfer coach, and omnibus fares, if the charge is not in excess of locally prevailing rates. Personal transfers as herein provided between hotels when satisfactorily explained. Tips to drivers and chauffeurs will not be allowed. Transfers of baggage when the charge is not in excess of locally prevailing rates. Provided, That an employee may properly choose his residence in a suburb of his official station, and personal transfers and transfers of baggage as herein provided will be allowed between such residence and the depot at his official station at the beginning and termination of official travel. When properly explained, storage charges may be allowed on baggage. In case of public necessity taxicab hire will also be allowed, but a satisfactory explanation of necessity must accompany claim. Unless such public necessity is shown, taxicab hire will not be allowed in the following cases:

1. If the depot, hotel, or other place the employee is required to visit on official business is within walking distance.
2. If due to inclement weather.
3. If due to unfamiliarity with the city.
4. If due to the fact that hand baggage is being carried.

Provided, That street car and other fares incurred between place of lodging or where meals are taken and place of duty shall be charged as an item of subsistence. (See Pars. 3(h) and 22.)

(h) Customary charges for subsistence, except as provided in paragraph 3(r), not to exceed in the aggregate $5 for any one day. These charges will include all expenses incurred for meals, lodging, bath, personal use of room at hotel during the daytime, waiter fees not exceeding 30 cents in any one day, laundry, telegrams to hotels reserving accommodations, to be included in subsistence expenses for the initial date of the period for which the accommodations are occupied, street car and other fares between place of lodging or where meals are taken and place of duty, and all other subsistence expenses. A charge for lodging at a hotel and a charge for sleeping



berth for the same night will be allowed only when accompanied by a definite statement of necessity. Charges for laundry at an average rate not exceeding 20 cents a day for each day while in travel status; total charges paid for any period to be included as subsistence charge within the $5 limit for the day on which payment is made, but when several accrued charges are paid on one day, and such fact is indicated by the subvoucher, each charge may be included as a subsistence expense on the date on which it accrued. Receipts for laundry must be submitted or a statement filed with reimbursement account showing the impracticability of obtaining such receipts. Charges for laundry at official headquarters at the termination of trip will not be allowed: Provided, That because of State laws reimbursement for the payment of any fee herein mentioned will not be allowed in Arkansas, Georgia, Mississippi, South Carolina, or Tennessee.

(m) Purchase of medicines for personal use, when injuries are received or disabilities incurred while performing official work.

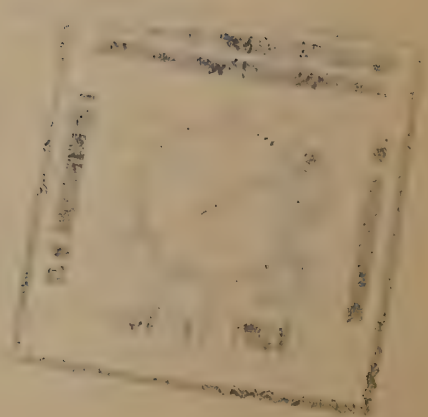
22. CLASSIFICATION OF TRAVELING EXPENSES.- The following classification of travel expenses will be of assistance to employees in preparing their reimbursement accounts:

Subsistence.

Baths.
Laundry.
Lodging.
Meals.
Personal use of room in daytime.
Telegrams reserving rooms.
Waiter fees.
Street car and other fares between place of lodging or where meals are taken and place of duty.

Transportation.

Baggage transfers.
Street car and other fares on official business except when incurred between place of lodging or where meals are taken and place of duty.
Checking baggage at depots, hotels, docks, etc.
Excess baggage.
Parlor car seat fare.
Porter fees on steamers, sleeping or parlor cars, and at depots, hotels, and wharves.
Railroad, steamer, or stage coach fare.
Rent of room for official business.
Sleeping car fare.
Stateroom or berth on steamer.
Steward fees, cabin or deck.
Storage charges.
Telegrams reserving berth.



OFFICE OF
THE SECRETARY OF AGRICULTURE

Oct. 15, 1921.

Sent

MR. ~~PAIN~~.

(1) The changes made in Par. 3 (e), and (h) and in Par. 22 merely permit inclusion in subsistence allowance of travelers street car and other fares between place of lodging and where meals are taken, ~~[illegible]~~ duty

(2) 3 (m), as amended, will permit employees occupying statutory positions (as well as those paid from lump funds) to purchase, out of travel allowances, ~~of~~ medicine for personal use when injured or disabled while performing official work.

(3) Par. 19 is amended so as not to require receipts for registration fees on official mail, the reason given being that the amounts are too small to necessitate or warrant this procedure.

E.H.B.

Mr Bain noted W.M.B.

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

October 11, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

On August 2, 1921, the Comptroller General of the United States in a decision to the Secretary of the Treasury ruled that street car fares between an employee's place of lodging and place of duty should properly be included in the maximum subsistence allowance of employees receiving reimbursement for actual traveling expenses. Heretofore such fares have been allowable as a transportation expense.

As this decision is far reaching in its effect, the Advisory Committee on Finance and Business Methods deems it advisable to promulgate the accompanying memorandum amending sections (e), (h), and (m) of paragraph 3, and paragraph 22 of the Travel Regulations, in order that the traveling force of the Department may be immediately advised of the Comptroller General's decision.

The memorandum also amends paragraph 19 of the regulations by omitting section (l). This amendment obviates the necessity for furnishing receipts for registration fees on official mail. It is the opinion of your Committee that it is more desirable for employees to retain these receipts than to submit them with their reimbursement accounts. It is also thought that employees should be relieved of the necessity of furnishing receipts for such small items of expenditure.

Very respectfully,

Enclosure.

A. Gaposne

Chairman, Advisory Committee on Finance and Business Methods.

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OCT 11 1921

DEPARTMENT OF AGRICULTURE
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October 25, 1921.

MEMORANDUM NO. 354.

FILE
P. L. BLADMON.

Questionnaire's to Extension Workers.

Difficulties have arisen in our relationships with the states and counties because questionnaires and other inquiries involving the work of extension officers at the colleges or in the counties have emanated from different sources within the Department.

Hereafter no such questionnaires or inquiries should be sent out until the approval of the Assistant Secretary has been obtained.

Henry C. Wallace

Secretary.

U.S. PATENT
OCT 25 1921

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 25, 1921.

MEMORANDUM NO. 554.

Questionnaire's to Extension Workers.

Difficulties have arisen in our relationships with the states and counties because questionnaires and other inquiries involving the work of extension officers at the colleges or in the counties have emanated from different sources within the Department.

Hereafter no such questionnaires or inquiries should be sent out until the approval of the Assistant Secretary has been obtained.

Henry C. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 25, 1921.

No. 354

MEMORANDUM ~~FOR CHIEFS OF BUREAUS, AND OFFICES~~:

Questionnaires to Extension workers.

Difficulties have arisen in our relationships with the states and counties because questionnaires and other inquiries involving the work of extension officers at the colleges or in the counties have emanated from different sources within the Department.

~~I therefore make request that you~~ will hereafter ~~make sure that~~ no such questionnaires or inquiries should be sent out ~~from your bureau (or office) unless they first have~~ until the approval of the Assistant Secretary has been obtained. ~~Very truly yours,~~

Secretary.

File

Put up for
Secy's sig in
regular numbered
series, entitled
"Questionnaires to Extension workers"

MAS

DEPARTMENT OF AGRICULTURE
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WASHINGTON, D. C.

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November 16, 1921.

Memorandum No. 355.

Exhibits Work Attached to Office of the Secretary.

FILE
P. L. GLADMON.

The Office of Exhibits, at present in the Division of Publications, will be attached until further order to the Office of the Secretary. Mr. J. W. Hiscox, the Assistant in Charge of Exhibits, will report directly to the Assistant Secretary of Agriculture.

Henry C. Wallace

Secretary.

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the Secretary's File Room

December 1, 1921.

Memorandum No. 358.

FILE
P. L. GLADMON.

Inspection of Bureau Accounting Offices.

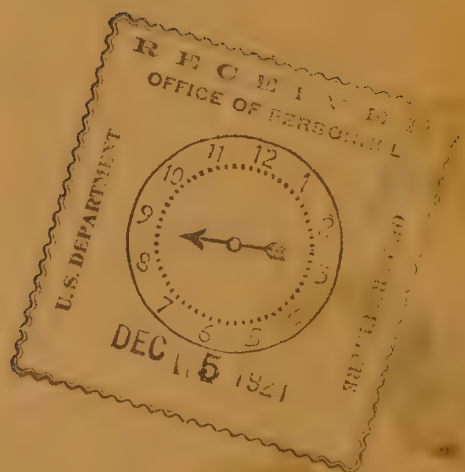
The Office of Inspection will resume periodic inspections of the several bureau accounting offices of the Department in Washington, as provided in Department Memo No. 86, for the purpose (1) of insuring the Department against financial loss, so far as the safeguarding of public moneys is possible through the setting up and maintenance of fiscal procedure, (2) of making to bureau administrative and fiscal officers from time to time suggestions for such changes in their fiscal procedure as may appear to be in the interest of efficiency and economy, and (3) in general, of promoting the uniformity in financial methods contemplated by Memorandum 86, ~~dated April 18, 1914~~. Suggestions involving changes in the Regulations will, of course, be referred to the Secretary for consideration and approval before adoption in the bureau offices.

The inspections contemplated will be made under the immediate supervision of Mr. Alex. McC. Ashley, Inspector in Charge, by Mr. Herbert S. Ward, who has recently been transferred from the Bureau of Biological Survey to the Office of Inspection for this purpose. The full cooperation of bureau administrative and accounting officers with the Office of Inspection in this work is requested.

Henry C. Wallace

Secretary.

way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November 19, 1921.

Memorandum No. 356.

Coordination of Purchases and Sales.

The Secretary has designated the Chief Clerk, Mr. Reese, to act, until further order, as Director of Purchases and Sales for the Department. Pursuant to the procedure established by Circular 15 and subsequent circulars of the Bureau of the Budget, he will coordinate the purchase and sales work of the Department and be in direct liaison with the Chief Coordinator for General Supply. The Secretary requests that all officers and employees of the Department cooperate in this work.

Mr. J. M. Locknane has been relieved of his former duties in the Chief Clerk's office and designated as Executive Assistant to Mr. Reese for duty especially in connection with the purchasing and sales work. In this capacity Mr. Locknane will advise with and assist bureau administrative and purchasing officers in interpreting and carrying out the policies and regulations of the Bureau of the Budget.

The Secretary desires the purchasing work to be maintained on a thoroughly businesslike basis and to effect economy wherever practicable. Full consideration will be given at all times, however, to special needs which exist in connection with the scientific work of the Department, and the services of the purchasing officers of the various bureaus who are thoroughly familiar with these needs will be drawn upon to assist and advise in connection with the general purchasing work. Suggestions will be welcomed at all times.

Matters pertaining to the purchasing or sales work should be taken up directly with Mr. Locknane, who is now located on the second floor, east end of the Administration Building, Telephone: Branch 175.

Administrative Assistant.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

November 5, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In connection with administrative and personnel adjustments growing out of the Urbanowicz case, recently you have approved the transfer from the Bureau of Biological Survey to my office, of Mr. Herbert S. Ward, to replace Mr. Cook, whose transfer to the Forest Service has been approved effective January 1, 1922.

Mr. Ward's assistance will enable the Office of Inspection to resume periodic inspections of the various bureau accounting offices in Washington, for the purpose (1) of assuring you that bureau fiscal procedure generally is of such a character as to insure the Department against financial loss, so far as the safeguarding of public moneys is possible through the setting up and maintenance of such procedure, and (2) of making to bureau administrative and fiscal officers from time to time suggestions of such changes in their fiscal procedure as may appear to be in the interest of uniformity, efficiency, and economy. Any changes involving changes in the regulations will, of course, be referred to the Committee on Finance and Business Methods for consideration and concurrence before adoption in the bureau offices.

It will be the purpose of the Office of Inspection to carry on this work in such a way as to create no antagonisms, and there is real need for this additional service to the bureaus. If these proposals meet with your approval, and you will so indicate, the work as outlined will be immediately undertaken.

If the procedure we have drafted for the Forest Service, following the investigation of the Urbanowicz case, is approved as submitted to you, Mr. Ward will assist me in making the joint inspections at Forest Service stations as outlined therein, but regardless of the procedure which may be adopted for the Forest Service or any other bureau, from now on, with your authority and approval of this plan, it will be the purpose of this office to inspect the fiscal procedure of every bureau with a view to insuring that the transaction of fiscal affairs is conducted in an efficient manner and with due regard for the safety of the public funds involved.

Very respectfully,

Approved:

Henry C. Wallace

Secretary of Agriculture.

Alex. McC. Ashley

Inspector in Charge.

U.S. DEPARTMENT
OF AGRICULTURE
DEC 5 1921

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 26, 1921.

Memorandum No. 357.

FILE
P. L. GLADMON.

Government Motor Transportation Not to be Used for Private Purposes.

The attention of all officers and employees of the Department is directed to the attached memorandum, dated November 22, from the Chief Coordinator, entitled "Unauthorized Use of Motor Transportation." If there is any use of Government motor transportation in this Department for private purposes it must be discontinued immediately.

Henry C. Wallace

Secretary.

Enc.

OFFICE OF THE CHIEF COORDINATOR
GENERAL SUPPLY

November 22, 1921.

TO THE HEADS OF ALL EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS:

Subject: Unauthorized Use of Motor Transportation.

Statute L., Vol. 33, Sec. 4, February 3, 1905, forbids the use of Government Motor Vehicles for Private Purposes.

There has been observed in the City of Washington a large amount of improper use of Government motor vehicles, in most cases passenger cars which are assigned to officials and officers for official use.

Ladies who are not employees of the Government use official cars for marketing purposes and for making personal social calls, while other Government cars have been seen at football games, theatres, etc.

It is readily apparent that such use of Government automobiles, involving heavy expenditures of public funds, must be discontinued.

It is requested that this matter be brought to the attention of all officials, officers and employees of your Department to the end that further use of Government motor transportation for private purposes shall cease.

The local motor transport Coordinator has been directed to report all instances of violations of the above-mentioned statute and each case will be dealt with as the facts may warrant.

H. C. SMITHER,
Chief Coordinator, General Supply.

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

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the Secretary's File Room

December 3, 1921.

MEMORANDUM No. 358.

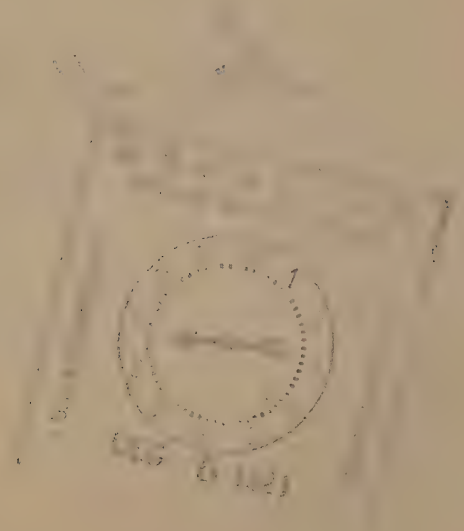
FILE
W. L. GLADMON.

Extension Work By The Department In The States.

Under our co-operative agreement with State Land Grant Colleges it is ~~especially important~~ necessary that all plans for extension work by the Department should be taken up with Extension Directors in the States through the Department's regular extension agency, the States Relations Service. Since I have charged the Assistant Secretary with supervision of this line of work, I request that no Department employee undertake extension work in any State until the plan for such work has been approved by his Bureau Chief and the Assistant Secretary. Arrangements for carrying out approved plans will be made with the Extension Directors through the States Relations Service. Department employees operating in any State under approved plans for extension work are expected to consult with the Extension Director in that State before undertaking work there.

Henry C. Wallace

Secretary.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DEC 8 1921
OF AGRICULTURE

Circular - Get regular form for Dept's circulars 12-1-1911

Memorandum No. ____ To Bureau Chiefs & Offices.

EXTENSION WORK BY DEPARTMENT EMPLOYEES IN THE STATES.

use this subject head.

Attention is hereby called to Memorandum No. 193 of former Secretary Houston on Cooperation with Agricultural Colleges in Extension Work, copy of which is enclosed.

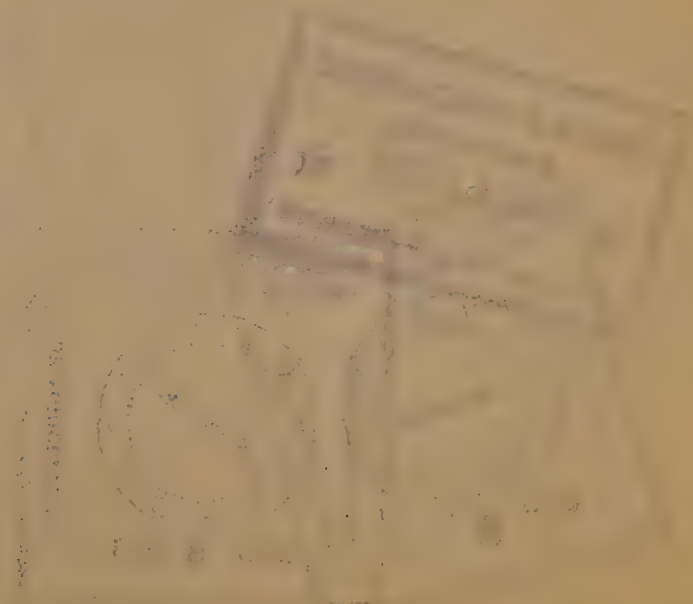
This policy is in general well established and observed but occasionally has not been followed by Department employees located at Washington or in the States.

under our cooperative agreements with State Land Grant Colleges

At this time it is especially important that all plans for extension work by the Department should be ~~known in advance by~~ taken up with Extension Directors in the States ~~and by the States Relations Service and the Assistant Secretary.~~ Therefore no Department employee should undertake extension work in any State until the plan for such work has been approved by his Bureau Chief and the Assistant Secretary. Arrangements for carrying out approved plans ~~should be~~ will be made with the Extension Directors through the States Relations Service. Department employees operating in any State under approved plans for extension work are expected to consult with the Extension Director in that State before undertaking work there.

thru the Department's regular extension agency

United States Relation Service, State Service I have charged the assistant



OFFICE OF THE ASSISTANT SECRETARY.

MEMORANDUM.

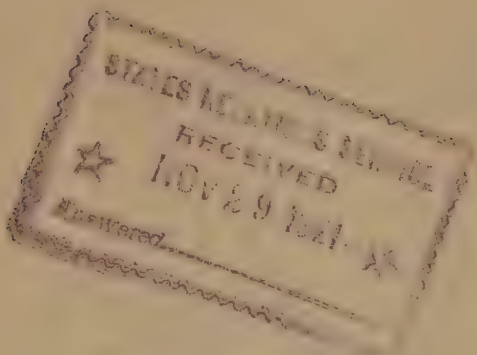
November 29, 1921.

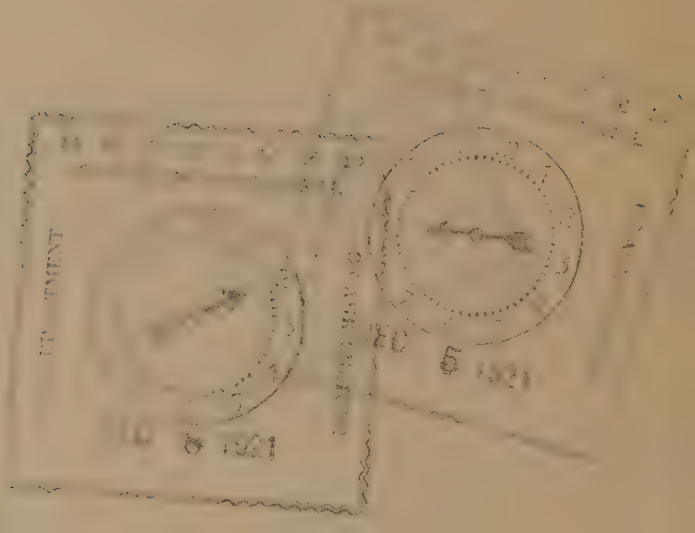
Dr. True:

Re general subject raised by this instance. I am wondering if a strong memo or order should not go to all bureaus and officers on the matter from the Secretary.

Will you please suggest one?

A. B. Rogers





UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C. JLW

December 1, 1921.

MEMORANDUM FOR THE ASSISTANT SECRETARY.

Dear Mr. Pugsley:

Referring to your memorandum of November 29, regarding the advisability of a memorandum to the Bureaus regarding their extension work in the States, I am enclosing a suggestion for a memorandum based on a previous memorandum on this subject issued by Secretary Houston.

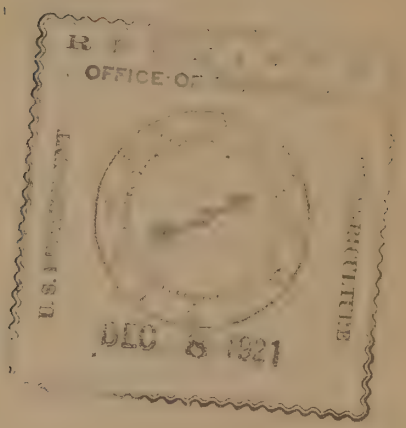
You may, however, prefer to have an entirely independent memorandum on this subject.

Very truly yours,

A C True

Director.

Enclosure.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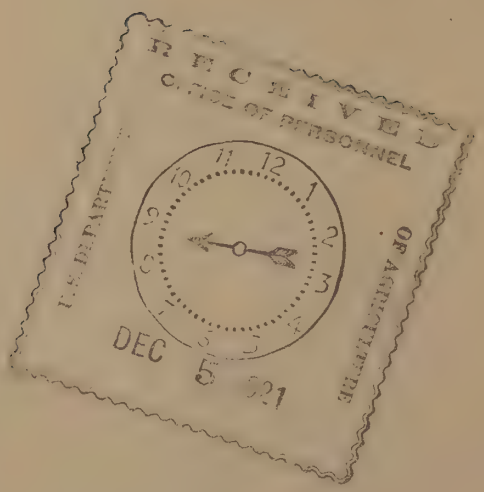
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WASHINGTON

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November 7, 1921.

MEMORANDUM No. 359

FILE
P. L. GLADMON.

Consolidated Record of Leave of Absence of Employees.

Beginning with the calendar year 1921, a consolidated record of all leave of absence taken by employees of the Department of Agriculture will be maintained in the Office of Personnel. This record will show upon cards the name of the employee, the bureau in which employed, the date of appointment, and the total amount of annual leave, sick leave, and leave without pay, taken during each preceding calendar year.

To enable the Chief Personnel Officer to establish and maintain this record, all bureaus, divisions, etc., will forward to the Office of Personnel not later than January 31, 1922, a statement showing the total amount of annual leave, sick leave, and leave without pay, taken by each employee during the calendar year 1921. On or before January 31, of each year thereafter, a similar statement will be furnished for the preceding calendar year.

This report may be made either in the form of a list or table, or the leave cards of all employees may be forwarded to the Chief Personnel Officer for the compilation of his record, and will be returned by him when the same is completed.

All branches of the Department must preserve the original leave applications for a period of three years. At the end of the three years, the originals may be disposed of as waste paper, if so desired, or preserved should that be found preferable.

The leave records of bureaus, divisions, etc., should be maintained in such shape that the complete leave record of each employee for the current calendar year can be delivered to the Chief Personnel Officer at any time, should it be required, before the succeeding January 31.

Henry C. Wallace

Secretary.

Commissioned Officers of Navy of United States.

This record will show each case of the assignment, the number in which any, the date of appointment, and the total amount of annual leave, sick leave, and leave without pay, taken

To enable the Chief Bureau Officer to certify as maintain this record, all changes, additions, etc., will be reported to the Office of Personnel not later than January 31, July, and June without pay, taken by each employee during the preceding year ended. On or before January 15, of each year thereafter, a similar statement will be furnished for the next preceding

This report may be made either in the form of a list or table, or the leave cards of all employees may be forwarded to the Chief Bureau Officer for the compilation of his record.

All branches of the Department must preserve the original records for a period of three years. At the end of it is desired, or required should that be found practicable.

Leave granted to officers, warrants, and enlisted men on sick duty shall be considered leave of absence employees for the current calendar year only to be deducted from the annual leave to which the officer is entitled, should it be required, according to existing law.

OFFICE OF
THE SECRETARY OF AGRICULTURE

11/21

Mr Zappone

I think this is an excellent idea. Are you sure it does not duplicate or overlap anything now done by Dept. time clerk? I assume all that has been considered & merely raise the question for information.

HA

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

November 25, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods has been considering for some time the desirability of maintaining in one central office, for administrative use, a record of all leave of absence taken by employees of the Department, and is of the opinion that such a record should be kept. It is believed that the record should be maintained in the Office of Personnel and that arrangements should be made at once to establish it for the calendar year 1921 and subsequent years.

Therefore, in order that a consolidated record of all leave taken by employees of the Department, including annual leave, sick leave, and leave without pay may be available at all times for administrative use, your Committee has prepared the attached memorandum for your signature, if same meets with your approval. It provides that all bureaus and divisions shall forward their records to the Chief Personnal Officer not later than January 31 of each year and that the consolidated record shall be maintained in the Office of Personnal.

Your favorable consideration is earnestly recommended.

Very respectfully,

A Gappone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosure.

FILE
OCT 10 1936
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

December 17, 1921.

MEMORANDUM NO. 360.

IN RE APPOINTMENTS IN OFFICERS' RESERVE CORPS.

In view of the fact that under existing regulations of the War Department

> "An officer or employee of the United States or the District of Columbia shall not be appointed in or permitted to hold a commission in the Officers' Reserve Corps without the consent of the head of the executive department in which employed,"

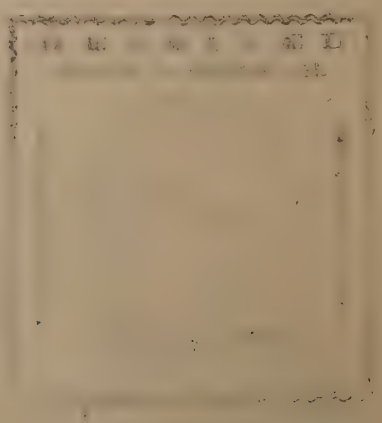
it is requested that all applications by officers or employees in the Department of Agriculture for such appointment be sent to the Secretary, through the chief of the bureau involved, for consideration and transmission to the War Department.

Observance of this procedure, which is in accord with the wishes of the War Department, will obviate the necessity for special correspondence before final action by that department.

Henry A. Wallace

Secretary.

Corr. with War Dept., on which this memo is based was filed in the Office of Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 17, 1921.

Memorandum No. 360.

In Re Appointments in Officers' Reserve Corps.

In view of the fact that under existing regulations of the War Department

> "An officer or employee of the United States or the District of Columbia shall not be appointed in or permitted to hold a commission in the Officers' Reserve Corps without the consent of the head of the executive department in which employed,"

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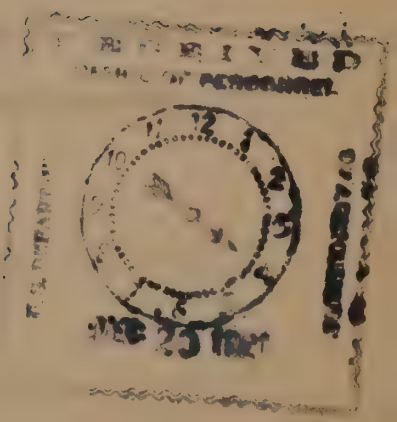
Observance of this procedure, which is in accord with the wishes of the War Department, will obviate the necessity for special correspondence before final action by that department.

Henry C. Wallace
Secretary.



December 17, 1921.

DEC 19 1921

Dear Mr. Secretary:

In the absence of Secretary Wallace, I am replying to your letter of December 7, file AG 210.1 ORC (11/12/21) Off., relating further to the procedure to be followed in connection with applications from employees in the Department of Agriculture for appointments in the Officers' Reserve Corps. I transmit herewith, for the information of the War Department, a copy of an order issued by the Secretary of Agriculture covering this matter.

Very truly yours,

Administrative Assistant.

The Honorable,

The Secretary of War.

Enc.

DEPARTMENT OF AGRICULTURE
WASHINGTON

December 17, 1921.

MEMORANDUM NO. 360.

In re Appointments in Officers' Reserve Corps.

In view of the fact that under existing regulations of the War Department

> "An officer or employee of the United States or the District of Columbia shall not be appointed in or permitted to hold a commission in the Officers' Reserve Corps without the consent of the head of the executive department in which employed."

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Observance of this procedure, which is in accord with the wishes of the War Department, will obviate the necessity for special correspondence before final action by that department.

Secretary's File Room

(Signed) Henry C. Wallace

Secretary.

Dec. 1[illegible], 1921.

Dear Mr. Jump:

All of the papers herewith relate to the Officers' Reserve Corps matter. In accordance with your suggestion, I have arranged them for consideration in the following order:

Memorandum for Secretary's signature promulgating procedure as agreed upon with Secretary of War, with basic correspondence attached.

Letter for Secretary's signature advising V. C. Hobbs (a Markets employee) that he may retain a commission he now holds in O. R. C. The War Department has advised Hobbs he must obtain and file such a letter. The attached correspondence indicates the bureau's approval.

Letter for signature of Private Secretary to States Relations Service requesting approval or disapproval of request for similar authority of Secretary for L. V. Ausman, an employee in S. R. S. The War Department has advised Ausman that it will issue an O. R. C. commission to him when he has secured and filed our Secretary's permission for him to accept such a commission.

Ashley

Inspector.

FILED
DEC 19 1921 ★
Please return to [illegible]

WAR DEPARTMENT

WASHINGTON

In reply refer to
AG 210.1 ORC (11/12/21) Off.

Dec 7, 1921.

RECEIVED
DEC - 9 1921
Office of the Secretary

The Honorable,
The Secretary of Agriculture.

Sir:

I desire to acknowledge the receipt of your letter of November 17, 1921, in which you state that unless the War Department sees some objection, instructions will be issued to the employees of your Department to the effect that all applications for appointment in the Officers' Reserve Corps be transmitted through the immediate superior and head of the Department to this office, and, in reply, you are informed that this procedure is quite satisfactory to the War Department.

Your desire to cooperate with the War Department in maintaining a suitable Officers' Reserve Corps is appreciated.

Respectfully,

John W. Weeks,
Secretary of War.

AG 210.1 ORC (11/22/21) Off.
HCF/hcj/463

Dec 7, 1921.

The Honorable,
The Secretary of Agriculture.

Sir:

I desire to acknowledge the receipt of your letter of November 17, 1921, in which you state that unless the War Department sees some objection, instructions will be issued to the employees of your Department to the effect that all applications for appointment in the Officers' Reserve Corps be transmitted through the immediate superior and head of the Department to this office, and, in reply, you are informed that this procedure is quite satisfactory to the War Department.

Your desire to cooperate with the War Department in maintaining a suitable Officers' Reserve Corps is appreciated.

Respectfully,

John W. Weeks,
Secretary of War.

Copy sent for Mr. Ashley.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

FILED
★ DEC 1 J 192
Secretary's File Room.

November 17, 1921.

The Honorable

The Secretary of War.

Sir:

Reference is made to your letter of November 2, requesting an expression of this Department's general policy in connection with applications by its employees for commissions in the Officers' Reserve Corps. Unless the War Department sees some objection, instructions will be issued that applications be sent through the immediate superior and the head of the Department for consideration and transmission to the War Department. Under this procedure the question as to whether or not an employee, in event of a national emergency, could serve to best advantage in his special occupation in this Department can be considered before action is taken by the War Department and the necessity for special correspondence also will be eliminated.

Of course, we wish to cooperate in every practicable way in maintaining a suitable officers' reserve in connection with the national defense.

Respectfully,

Secretary.

Follow up in 2 weeks

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 17, 1921.

The Honorable

The Secretary of War.

Sir:

Referred to under date of November 5, requesting an expression of this Department's general policy in connection with applications by its employees for commissions in the Officers' Reserve Corps. Unless the War Department have some objection, instructions will be issued that applications be sent through the immediate superior and the Department for consideration and transmission to the War Department. Under this procedure the practice as to soldier preference, in event of a national emergency, would serve to limit selection in the special examination in this Department now by interested before action is taken by the War Department on the capacity for special correspondence also will be eliminated.

Of course, we aim to cooperate in every practicable way in maintaining a patriotic citizens' reserve in connection with the national defense.

Very truly,

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

November 12, 1921.

The Honorable

The Secretary of War.

Sir:

In response to your request of November 2 for an expression of this Department's general policy in connection with applications by its employees for commissions in the Officers' Reserve Corps, I may state that instructions have just been issued that all such applications be sent through me for consideration and transmission to the War Department. Under this procedure the question as to whether or not an employee, in event of a national emergency, could serve to best advantage in his present occupation, can be determined before final action by your department is taken.

Respectfully,

Secretary.

November 12, 1921.

The Honorable

The Secretary of War.

Sir:

In response to your request of November 2 for an expression of this Department's general policy in connection with applications by its employees for commissions in the Officers' Reserve Corps, I may state that instructions have just been issued that all such applications be sent through me for consideration and transmission to the War Department. Under this procedure the question as to whether or not an employee, in event of a national emergency, could serve to best advantage in his present occupation, can be determined before final action by your department is taken.

Respectfully,

Secretary.

WAR DEPARTMENT

In reply refer to

WASHINGTON

A.G. 210.1 O.R.C. (10-22-21)

November 2, 1921.

FILED
DEC 19
Secretary's File

The Honorable,
The Secretary of Agriculture.

Sir:

The Regulations governing the Officers' Reserve Corps, having been published to the service, additional activity is anticipated that will increase the administrative details to be handled in The Adjutant General's Office. It has been the practice to refer all applications for appointment in the Officers' Reserve Corps received from federal employees to the proper department before final action is taken. In adopting this routine it was thought that certain classes of federal employees could best serve in a national emergency by remaining in their present occupations, but, if permitted to enroll as reserve officers, a dual status would be established whereby complicated situations would arise in the event of such an emergency.

The law specifically states that no reservist may be called to active duty for any purpose for a longer period than fifteen days in any calendar year without his consent. It is therefore the maximum obligation to which a reservist may be held.

Special Regulations No. 43, 1921, governing the Officers' Reserve Corps contains the following restrictive paragraph, which, being pertinent to this subject, is quoted.

> "Certain appointments restricted. - An officer or employee of the United States or the District of Columbia shall not be appointed in or permitted to hold a commission in the Officers' Reserve Corps without the consent of the head of the executive department in which employed."

To obviate the necessity of referring each request for appointment in the Officers' Reserve Corps to your office for approval, incurring a greater amount of administrative detail on all concerned, an expression of general policy is requested under which the War Department may act upon applications received from officers or employees employed by your department.

Respectfully,

JOHN W. WEEKS,
Secretary of War.

A.G. 210.1 O.R.C. (10-22-21)

November 2, 1921.
EH-463

FILED
★ DEC 19 1921 ★
Secretary's File Room.

The Honorable,
The Secretary of Agriculture.

Sir:

The Regulations governing the Officers' Reserve Corps, having been published to the service, additional activity is anticipated that will increase the administrative details to be handled in The Adjutant General's Office. It has been the practice to refer all applications for appointment in the Officers' Reserve Corps received from federal employees to the proper department before final action is taken. In adopting this routine it was thought that certain classes of federal employees could best serve in a national emergency by remaining in their present occupations, but, if permitted to enroll as reserve officers, a dual status would be established whereby complicated situations would arise in the event of such an emergency.

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To obviate the necessity of referring each request for appointment in the Officers' Reserve Corps to your office for approval, incurring a greater amount of administrative detail on all concerned, an expression of general policy is requested under which the War Department may act upon applications received from officers or employees employed by your department.

Respectfully,

John W. Weeks.

JOHN W. WEEKS,
Secretary of War.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE DIRECTOR OF INFORMATION

January 7, 1922.

Mr. Pugsley:

Do you mean form letter for transmitting manuscripts to Public Printer? It was my understanding that you and Secretary did not wish to argue a manuscript's case before the Public Printer.

Harlan Smith.

DEPARTMENT OF AGRICULTU.
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

A-W

OFFICE OF INSPECTION
FILE NO.

December 13, 1921.

MEMORANDUM FOR THE PRIVATE SECRETARY
OF THE SECRETARY OF AGRICULTURE.

FILED
DEC 1 1921
Secretary's File Room.

Dear Mr. Bain:

I submit herewith for your consideration the following papers relative to commissions in the Officers' Reserve Corps:

1. Memorandum for the Secretary's signature, announcing this Department's procedure in connection with such commissions.

2. Formal approval of the Secretary of the existing commission of V. C. Hobbs of the Bureau of Markets and Crop Estimates. Mr. Hobbs must file this document with the War Department before that Department will permit him to retain his present commission.

3. Memorandum to States Relations Service suggesting its consent to the proposed commission of L. V. Ausman, one of its county agricultural agents. Upon the receipt of this consent it will be necessary to issue a formal letter to Ausman similar to the one herewith for Hobbs.

I think this will complete present action on the file. It may be well to round out the action by sending to the Secretary of War a copy of the Secretary's memorandum of procedure after same has been issued. When the new procedure becomes operative the formal applications for commissions will come thru the bureau chief and the Secretary on their way to the War Department.

Very truly yours,

Alex. McC. Ashley

INSPECTOR IN CHARGE.

Copy sent Mr. Ashley.

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 17, 1921.

The Honorable

The Secretary of War.

Sir:

Reference is made to your letter of November 2, requesting an expression of this Department's general policy in connection with applications by its employees for commissions in the Officers' Reserve Corps. Unless the War Department sees some objection, instructions will be issued that applications be sent through the immediate superior and the head of the Department for consideration and transmission to the War Department. Under this procedure the question as to whether or not an employee, in event of a national emergency, could serve to best advantage in his special occupation in this Department can be considered before action is taken by the War Department and the necessity for special correspondence also will be eliminated.

Of course, we wish to cooperate in every practicable way in maintaining a suitable officers' reserve in connection with the national defense.

Respectfully,

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 17, 1921.

MEMORANDUM NO. 360.

In re Appointments in Officers' Reserve Corps.

In view of the fact that under existing regulations of the War Department

> "An officer or employee of the United States or the District of Columbia shall not be appointed in or permitted to hold a commission in the Officers' Reserve Corps without the consent of the head of the executive department in which employed."

it is requested that all applications by officers or employees in the Department of Agriculture for such appointment be sent to the Secretary, through the chief of the bureau involved, for consideration and transmission to the War Department.

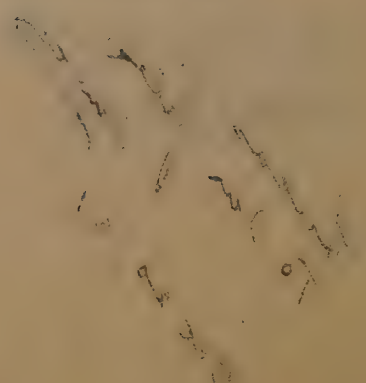
Observance of this procedure, which is in accord with the wishes of the War Department, will obviate the necessity for special correspondence before final action by that department.

Secretary's File Room

Signed) Henry C. Wallace

Secretary.

Send to Our files
Dec. 20/21



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
OCT 16 1926
Please return to the Secretary's File Room

December 12, 1921.

MEMORANDUM NO. 361.

FILE
P. L. Circular

Amendments to the Property Regulations.

Paragraphs 9 and 11 of the Property Regulations are hereby amended to read as follows:

9. SALE OR OTHER DISPOSITION OF PROPERTY IN GENERAL.- Articles for which the Department, in Washington, has no further use and articles which have become unserviceable will be turned over, fully listed and tagged, to the Officer in Charge of Supplies. Upon receipt of property thus turned in, the Officer in Charge of Supplies will place the same on exhibition, notifying all property officers of the various bureaus and offices of the fact, and transfer, without charge, to other bureaus or offices, such articles as may be desired, taking a receipt for the same which shall be attached to the turn-in papers and become a part of the record in that particular case. The Officer in Charge of Supplies may also take into his stock such articles as he can handle and believes at some future time may be disposed of in the same way. The Officer in Charge of Supplies shall then call a meeting of the Board of Survey and dispose of the residue of the turned in property by transfer to the General Supply Committee.

When any board of survey has decided that articles shall be sold, the sale will be advertised by notifying interested parties by letter, circular, or poster. No expense will be allowed for advertising in newspapers except by specific written authority of the Secretary. When property has been sold the board of survey will pay all expenses, take receipts therefor, and remit the net proceeds by postal money order, bank draft, or cash to the disbursing clerk of the Department or appropriate fiscal agent, to be deposited in the Treasury to the credit of miscellaneous receipts. No department property shall be disposed of by private sale unless the Secretary shall so direct.

It shall be the duty of each board of survey to see to the destruction of all property which it has condemned and ordered to be destroyed. At least one member of the board shall be present when the property is destroyed, and when proper destruction has been effected, shall make and submit to the Secretary a certificate to that effect.

The transfer of property in the field from one branch of a bureau to another shall be made only upon approval of the chief of bureau.

The transfer of property in the field from one bureau to another shall be made only upon the approval of the Secretary.

The sale of property in the field by one bureau to another is prohibited. (See Administrative Regulations.)

11. DISPOSITION OF PROPERTY AT FIELD STATIONS.- The Chiefs of bureaus, divisions, or offices are authorized to sell at field stations of the bureaus, divisions, or offices, after public notice by advertisement or otherwise, such articles of equipment as are worn out or damaged beyond repair but which have a sale value estimated at $500, or less. The Chief of the bureau, division, or office may delegate this authority to some competent and responsible official. Serviceable articles of equipment which are of no further use in the bureau, division, or office should be reported as surplus to the officer designated to act as Director of Sales of the Department, together with recommendations as to disposition.

Henry A. Wallace

Acting Secretary.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

TIME 3:00 P.M.
DEC 10 1921
Office of the Secretary

December 12, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

On June 15, 1921, the Chief of the Bureau of Biological Survey addressed a memorandum to you requesting that permission be granted him to sell at field stations, after public notice by advertisement or otherwise, such articles of equipment as are worn out or damaged beyond repair, or which are of no further use in the bureau but which have a sale value estimated at $100 or less, with permission to delegate the authority to certain employees of the bureau. The matter was referred to the Solicitor of the Department, and in his memorandum of June 27, 1921, the Solicitor stated that as other bureaus find themselves in a situation similar to that of the Bureau of Biological Survey the authority, if granted, should be extended so as to include all bureaus of the Department. The Advisory Committee on Finance and Business Methods concurred in the opinion of the Solicitor but found, however, that authority had already been given (paragraph 9, Property Regulations) two bureaus of the Department, namely, the Forest Service and the Bureau of Public Roads, to dispose of property which has become unserviceable or which is of no further use to the service, but having a sale value estimated at $500 or less, with permission for the Forester to delegate this authority to District Foresters and the Chief of the Bureau of Public Roads to delegate the authority to District Engineers and the

DEC 27 1921

Chief of the Equipment Division of his bureau. It was the opinion of the Committee that as the maximum amount fixed for the Forest Service and the Bureau of Public Roads is $500 the other bureaus of the Department should also be authorized to dispose of unserviceable property within this limitation.

A memorandum on this subject, amending paragraphs 9 and 11 of the Property Regulations accordingly, was prepared for your approval and transmitted to you under date of July 7, 1921. The Committee suggested that paragraph 11 which now relates to "Property at Inaccessible Points" be replaced by a paragraph relating to the "Disposition of Property at Field Stations" for all the bureaus, and as the new paragraph would fully cover the matter contained in sub-paragraphs 3 and 4 of paragraph 9, it would be necessary to amend paragraph 9 by eliminating these two sub-paragraphs, and recommended the promulgation of the memorandum.

The proposed memorandum was evidently lost and the Committee therefore took the liberty of duplicating same and it was transmitted to you with my memorandum of October 3, 1921. The Committee has since learned that the suggested memorandum was never issued and in an endeavor to find out what action had been taken by you in the matter, so that the Committee might be cognizant of all the facts in the case, it now finds that the proposed memorandum and certain papers relating thereto, transmitted with my memorandum of October 3, 1921, have also been lost or misplaced.

The Committee has therefore prepared another copy of the proposed

RECEIVED
DEC 27 1921

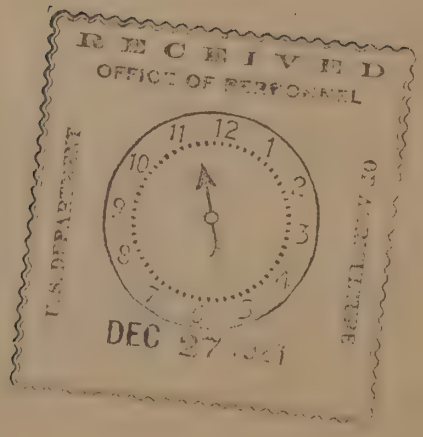
memorandum and submits it herewith for your consideration and respectfully recommends promulgation of same.

Very respectfully,

A Giannini

Chairman, Advisory Committee on Finance and Business Methods.

Enclosure.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OFFICE OF PERSONNEL
DEC 27

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 27, 1921.

Memorandum No. 362.

Press Service Attached to Office of the Secretary.

The Press Service, at present in the Division of Publications, will be attached to the Office of the Secretary until further order. The Assistant in Charge will report directly to the Assistant Secretary of Agriculture.

Henry C. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

December , 1921.

Memorandum No. 362

Press Service Attached to Office of the Secretary.

The Press Service, at present in the Division of Publications, will be attached to the Office of the Secretary until further order. The Assistant in Charge will report directly to the Assistant Secretary of Agriculture.

Secretary.

DEC

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILED
OCT 16 1936
Please return to
the Secretary's File Room

December 23, 1921.

MEMORANDUM NO. 363.

Submission of Manuscripts.

To make certain a proper and full consideration of manuscripts submitted from the various bureaus for publication by the Department, chiefs of bureaus hereafter will submit all manuscripts to the Assistant Secretary, accompanied by a statement as follows:

"I transmit herewith a manuscript entitled_____, which I have personally read and which I urgently recommend for publication as a _____(Farmers' Bulletin, Department Bulletin, Professional Paper of the Department Bulletin Series, or Department Circular.) My reasons for recommending its publication at this time are_____."

The ~~text of the~~ letter of transmittal also should show briefly but pointedly:

(1) The authority under which the work reported in the manuscript was done.

(2) The purpose of the publication.

(3) The need for it.

(4) Information contained heretofore unpublished.

(5) The present availability of information on the subject.

(6) Its timeliness (particularly if a popular bulletin.)

(7) The suggested distribution of the publication.

The Public Printer, at the request of the Joint Committee on Printing, is returning many manuscripts. We must be certain that the publication of a manuscript is necessary before we send it to the printer, and be able to support our action in an effective manner. The first responsibility lies with the chief of the bureau. He should personally inform himself of the details of all manuscripts offered on work placed in his charge. The pointed summary of reasons will enable the Department to give all manuscripts more intelligent consideration.

Henry C. Wallace

Secretary.

RECEIVED
OFFICE OF PERSONNEL
JAN 3 1922
U.S. DEPARTMENT OF AGRICULTURE

December 23, 1921.

MEMORANDUM NO. ____.

Submission of Manuscripts.

To make certain a proper and full consideration of manuscripts submitted from the various bureaus for publication by the Department, chiefs of bureaus hereafter will submit all manuscripts to the Assistant Secretary, accompanied by a statement as follows:

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The ~~rest of the~~ letter of transmittal should show briefly but pointedly:

(1) The authority under which the work reported in the manuscript was done.

(2) The purpose of the publication.

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Secretary.

MEMORANDUM NO. ____.

Submission of Manuscripts.

(2) The purpose of the publication.

(3) The need for it.

(4) Information contained heretofore unpublished.

(7) The suggested distribution of the publication.

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OFFICE OF PERSONNEL
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DEPT. OF AGRICULTURE

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ~~ASSISTANT~~ SECRETARY
WASHINGTON, D. C.

Clear copy

December 21 1921.

All manuscripts to the Assistant Secretary, accompanied by

MEMORANDUM NO. _____.

Submission of Manuscripts

To make certain a proper and full consideration of manuscripts submitted from the various bureaus for publication by the Department ~~the~~ chiefs of bureaus hereafter will submit ~~with each manuscript~~ a statement as follows:

"I transmit herewith a manuscript entitled _____, which I have personally read and which I urgently recommend for publication as a _____(Farmers' Bulletin, Department Bulletin, Professional Paper of the Department, Bulletin Series, or Department Circular.) My reasons for recommending its publication at this time are _____."

The rest of the letter of transmittal should show briefly but pointedly:

(1) The authority under which the work reported in the manuscript was done.

(2) The purpose of the publication.

(3) The need for it.

(4) Information contained heretofore unpublished.

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Secretary.

RECEIVED
OFFICE OF PERSONNEL
U.S. DEPARTMENT OF AGRICULTURE
JUN 3

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

December 10, 1921.

MEMORANDUM FOR MR. HARLAN SMITH,
Director of Information.

Dear Mr. Smith:

We must attach from now on a brief but pointed statement why we consider it necessary to publish any manuscript. This statement should be such a one as would convince the Public Printer and Joint Committee, if possible. It should be signed by me, or the Secretary, and should be originally prepared and signed by bureau chief.

Sincerely,

C. W. Pugsley

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

December 10, 1921.

MEMORANDUM FOR MR. HARLAN SMITH,
Director of Information.

Dear Mr. Smith:

We must submit from now on a brief but pointed statement why we consider it necessary to publish any manuscript. This statement should be such as one we would convince the Public Printer and Joint Committee, if possible. It should be signed by me, or the Secretary, and should be originally prepared and signed by bureau chief.

Sincerely,

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

RECEIVED
TIME
DEC 19 1921
Secretary

December 17, 1921.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Wallace:

Attached is a suggested memo to be sent by you to Bureau Chiefs and officers of the Department re submission of manuscripts for Department publications. Does it cover the matter properly?

Sincerely,

C. W. Pugsley
Assistant Secretary.

(Enclosure)

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OFFICE OF PERSONNEL
U.S. DEPARTMENT OF AGRICULTURE
JAN 3 1922